

F. Consent Agenda - Natural Resources Management
ITEM 1.



AGENDA REPORT
October 23, 2018

FY 2018-2019 Tourism + Lagoon Grant Program - Brevard County Proposed Projects

SUBJECT:

FY 2018-2019 Tourism + Lagoon Grant Program - Brevard County Proposed Projects

FISCAL IMPACT:

FY 18/19: Up to \$250,000 in grant revenue

DEPT/OFFICE:

Natural Resources Management

REQUESTED ACTION:

It is requested that the Board of County Commissioners authorize the County Manager or designee to execute grant requests for the proposed Brevard County projects listed below.

SUMMARY EXPLANATION and BACKGROUND:

On 10/01/18, the Brevard County Office of Tourism released a request for proposals for projects that demonstrate a benefit to the health of the Indian River Lagoon and a positive impact to Brevard County tourism.

Brevard County intends to propose the following projects for funding under the Tourism + Lagoon Grant Program during fiscal year 2018-2019:

Department/Program	Amount	Project Description
Parks and Recreation	<\$50K	Mangrove Mitigation - Long Point Park
Parks and Recreation	<\$50K	Re-decking of wildlife viewing observation boardwalk – Kelly Park East
Parks and Recreation	<\$50K	Brazilian Pepper Tree Removal – Chain of Lakes, Manatee Cove Park, Nicol Park, POW/MIA Park, Ulumay Wildlife Sanctuary
Boating & Waterways Program	<\$50K	Litter Removal - Sunken and wrecked boat debris removal at boating access points and parks
Natural Resources Management	<\$50K	Feasibility Study – Titusville Causeway Shoreline Stabilization
Natural Resources	<\$50K	WebCams for Save Our Indian River Lagoon Projects

Management		
UF/IFAS Extension	<\$50K	Stormwater Pond Education to improve water quality and reduce erosion
MIRA	<\$50K	SR 520 Causeway Cleanup –Enhancement of SR 520 Gateway to Merritt Island, and the Beaches
MIRA	<\$50K	SR 528 Causeway Cleanup –Enhancement of SR 528 Gateway to Merritt Island, the Port, and Cape Canaveral
MIRA	<\$50K	Working Waterfront Access Point - Intersection of the Merritt Island Barge Canal & the North end of Banana River Drive

CLERK TO THE BOARD INSTRUCTIONS:

ATTACHMENTS:

Description

- **Tourism and Lagoon Grant Guidelines**



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

October 24, 2018

MEMORANDUM

TO: Virginia Barker, Natural Resources Management Director

RE: Item F.1., FY 2018-2019 Tourism + Lagoon Grant Program – Brevard County Proposed Projects

The Board of County Commissioners, in regular session on October 23, 2018, authorized the County Manager or his designee to execute grant requests for the following proposed projects, as follows: Parks and Recreation, Mangrove Mitigation – Long Point Park, Re-decking of Wildlife Viewing Observation Boardwalk – Kelly Park East, and Brazilian Pepper Tree Removal – Chain of Lakes, Manatee Cove Park, Nicol Park, POW/MIA Park, Ulumay Wildlife Sanctuary; Boating and Waterways Program, Litter Removal – Sunken and Wrecked Boat Debris Removal at Boating Access Points and Parks; Natural Resources Management, Feasibility Study – Titusville Causeway Shoreline Stabilization, and Webcams for Save Our Indian River Lagoon Projects; UF/IFAS Extension, Stormwater Pond Education to Improve Water Quality and Reduce Erosion; and Merritt Island Redevelopment Agency (MIRA), SR 520 Causeway Cleanup – Enchantment of SR 520 Gateway to Merritt Island, and the Beaches, SR 528 Causeway Cleanup – Enhancement of SR 528 Gateway to Merritt Island, the Port, and Cape Canaveral, and Working Waterfront Access Point – Intersection of the Merritt Island Barge Canal and the North end of Banana River Drive.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cmw

cc: Finance
Budget



**BREVARD COUNTY
OFFICE OF TOURISM**

Guidelines

**TOURISM + LAGOON
GRANT PROGRAM**

FY 2018-19

Approved by Tourist Development Council 9/27/2018

FISCAL YEAR 2018-2019

TOURISM + LAGOON GRANT PROGRAM

1.0 INTRODUCTION & BACKGROUND

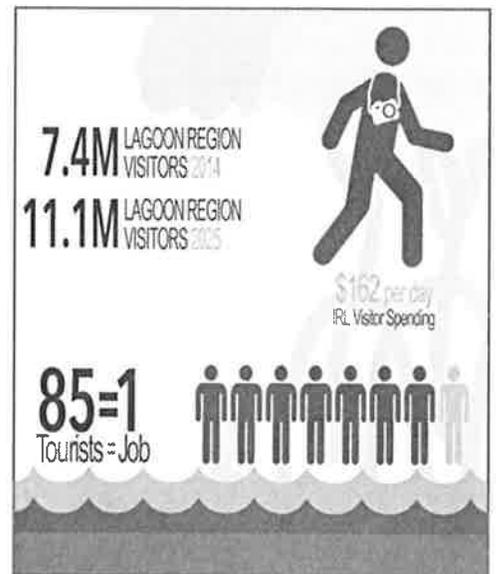
Tourism Development Council (TDC) Mission Statement:

"To promote growth, development and quality of tourism in the county; encourage participation by both visitors and residents in tourism related activities, and to act as the primary body to determine direction, goals and policy for use of the tourism tax."

Legislative changes adopted on August 14, 2018 make lagoon and estuary projects eligible for **Tourist Development Tax** revenues. Enhancing water quality, increasing habitat, and providing additional points of access can generate thousands of new jobs and increase the value and output of the Indian River Lagoon-based economy. Each visitor to the IRL region spends about \$162 a day. For every 85 visitors to the IRL-region, one job can be expected to be created.

The primary purpose of the Tourism + Lagoon Program is the development of projects that demonstrate a benefit to the health of the Indian River Lagoon and a positive impact to Brevard County tourism, as follows:

- Litter Control - Shoreline and Causeways/Entryways
- Living Shorelines - Restoration and Protection (Sustainable)
- Habitat Restoration - support Fishing/Wildlife Viewing (Charters)
- Waterway Destinations & Access - Improved and Sustainable Recreational Waterway Access



The Tourist Development Council Beach Committee will monitor the grant program, with annual approval by the Tourist Development Council of grant program policies and procedures and project grant awards. The program will be administered by the Tourist Development Office (TDO) Staff and Consultants, as needed.

2.0 APPLICATION PROCESS AND KEY DATES

October 1, 2018	Application Opens
October 8, 2018	2:00 pm—TDO Office-Non-Mandatory Preapplication Meeting with Applicants/TDO Staff Bonus Points Awarded for Attendance
November 7, 2018	Online Application DUE to Tourist Development Office NLT 5:00 p.m.
Nov. 8-14, 2018	TDO Staff review Applications for Completeness
November 14, 2018	Applications and Score Sheets Submitted to Beach Committee for Review & Scoring
December 5, 2018	Beach Committee Evaluation & Recommendation
December 19, 2018	Tourist Development Council Award & Recommendation

December 20, 2018	Program Start Date (Awards under \$100,000)
January 2019	Board of County Commissioners (Requests over \$100,000 recommended by TDC)
January 2019	Program Start Date (Awards over \$100,000)
March 15, 2019	Status Report Due (period Dec. 20 – March 1)
June 30, 2019	Status Report Due (period March 1 – June 15)
September 1, 2019	Status Report Due (period June 15 – September 1) & Final Report Due
September 1, 2019	Project Completion Date
September 30, 2019	Grant Close-out Date (see section 11 of guidelines)

The above dates are subject to change. Changes will be publicized in advance.

3.0 ELIGIBILITY

To be eligible to apply for the Tourism + Lagoon Competitive Grant Program, applicants must:

1. Be a non-government, non-profit, tax-exempt Florida corporation, as follows:
 - a. Be registered as a not-for-profit corporation pursuant to Chapter 617, Florida Statutes,
 - b. Be established as a tax-exempt organization as defined in Section 501c (3) or (6) of the Internal Revenue Code of 1954,
 - c. Confirm compliance with 5.170 of the Internal Revenue Code, as evidenced by a copy of the IRS determination letter provided by the applicant confirming federal tax-exempt status,
 - d. Provide a copy of organization's certificate of incorporation.
2. Be a local government within Brevard County, (City, Town and/or the County).
3. Be an academic institution.

Note: As envisioned, non-profit and academic organizations are more likely to be awarded grants for smaller projects that are \$50,000 and under. Local governments are envisioned to be more likely to submit larger projects requiring the 3:1 non-County match. Private sector partnering with applicants is encouraged.

4.0 AVAILABLE FUNDS

\$900,000 per year is available for a competitive grant program to fund projects that demonstrate a benefit to the health of the Indian River Lagoon and a positive impact to Brevard County tourism, as described more fully in Section 1.0 of these guidelines. No more than \$250,000 of the \$900,000 will be allocated to projects under \$50,000.

Annual funding of this program is subject to the full funding of beach improvement and maintenance projects.

The TDO reserves the right to cancel/withdraw funding to this program at any time without cause. Applicants submit applications at their own cost and risk, without expectation of or reliance on funding award. Applicants may have their requested amounts reduced based on TDC recommendations, funding availability, or number and quality of requests submitted.

5.0 ELIGIBLE USE OF FUNDS

Funds are to be used for the project as proposed in the applicant's grant application.

Funds must be used to implement projects that demonstrate a benefit to the health of the Indian River Lagoon and a positive impact to Brevard County tourism, as follows:

- Litter Control - Shoreline and Causeway/Entryways
- Living Shorelines - Shoreline Restoration and Protection with Sustainable Technology
- Habitat Restoration - to support -Fishing/Wildlife Viewing (Charters)
- Waterway Destinations & Access - Improved and Sustainable Recreational Waterway Access

Projects must be in the Indian River Lagoon watershed within Brevard County (see attached map).

Funds may be used for feasibility studies. Studies should be less than \$50,000 and shall be completed by September 1 of the year following the application submittal. The study must demonstrate the impact to the health of the lagoon and the benefit to tourism in the application and subsequent required reporting.

Funds may not be used to finance projects with a multi-year debt obligation. Funds may not be used for grant application or administrative expenses.

6.0 MATCH REQUIREMENTS

Eligible projects with a total expected cost that exceeds fifty thousand dollars (\$50,000.00) must provide matching funds from non-County source(s) at a minimum ratio of 3:1, or \$3.00 match for every \$1.00 of grant funding. For example:

Total Eligible Project Cost:	\$400,000 (100%)
Grant Request:	\$100,000 (25% of total eligible project cost)
Min. non-County Match:	\$300,000 (75% of total eligible project cost) – 300% of grant request

Match is defined as cash match. No in-kind match is allowed under this program.

7.0 APPLICATION SUBMITTAL PROCEDURES

Complete application form and attachments (scope of work, project location, budget and schedule). Complete the online application and upload all required supporting documentation no later than November 7, 2018 at 5pm to be considered for funding. If you are unable to upload the required supporting documentation with the online application you may submit your supporting documentation directly to the Tourist Development Office, located at 430 Brevard Avenue, Cocoa, Florida 32922 by 5pm on November 7, 2018. All applications must be completed online. Questions should be made in writing and may be directed to Stacy Delano via email at stacy.delano@visitspacecoast.com until the proposal deadline.

A non-mandatory (bonus points awarded) pre-application conference will be held on **October 8, 2018** at:

Tourism Development Office
430 Brevard Ave. Ste. 150
Cocoa, FL 32922

8.0 EVALUATION CRITERIA

Tourism Development Council FY 2018-2019 Tourism + Lagoon Grant Program – Evaluation Form <i>Requests must achieve a minimum rank score of 75 points to be considered for funding.</i>		
REVIEWER (PRINT):		
REVIEWER (SIGNATURE):		
Project Title:		
Project Applicant:		
Total Project Cost:		
Requested Funding from TDC:		
Applicant Match Amount:		
Evaluation Criteria	Points Available	Points Earned
Section 2 - Project Specifics		
A. Need and Urgency		
Application clearly demonstrates the need to implement project	10	
B. Project Alignment with TDC Tourism + Lagoon Mission		
Project specifically demonstrates benefit to health of the Indian River Lagoon and positive impact on Brevard County Tourism and improves one of the following: <ul style="list-style-type: none"> • Litter Control - Shoreline and Causeway/Entryways • Living Shorelines - Restoration and Protection with Sustainable Technology • Habitat Restoration - to support Fishing/Wildlife Viewing (Charters) • Waterway Destinations & Access - Improved/Sustainable Recreational Access 	25	
C. Project Deliverables and Outcomes		
Deliverables & outcomes (benefit to IRL and tourism) are clearly stated & achievable.	25	
D. Project Readiness		
Proposal clearly states the following components of project readiness: Copy of required regulatory permits/approvals are in hand and a copy is provided, readiness to seek contract bids and start work is evident. Project start and completion dates, critical project milestones and deliverable dates are identified and applicant states ability to complete within grant period. Project is ready = 20 points; (0 or 20 pts).	20	
Section 3 – Applicant Information		
A. Applicant Capacity and Performance		
Applicant clearly demonstrates expertise, experience and capacity to implement a successful project. Evaluate the qualifications of the project team who will undertake the proposed project. Is applicant capable of deliverables and reporting requirements?	15	
B. Attendance at Non-Mandatory Pre-Application Meeting		
Applicant attended pre-application meeting as evidenced by sign-in sheet. (0 or 5 pts.)	5	
Section 4 - Project Funding		
A. Leveraging with Matching Funds – Bonus Points		
All sources of matching funds are detailed in application. Projects over \$50,000 are required to have a minimum of 3:1 match. (If no match, score is 0. If 3:1 match, score is 10. If - 4:1 match, score is 20.) Public/private partnerships are encouraged.	20	
TOTAL	120	

9.0 EVALUATION PROCEDURES

Tourist Development Office Staff will receive and review all grant applications to ensure:

1. Applications are submitted by the deadline.
2. Applications are complete and contain all required information.
3. Applications are for eligible projects.

Staff will forward complete applications for eligible projects to the Beach Committee of the Tourist Development Council for review and evaluation. Individual members of the Beach Committee will evaluate and rank applications using the currently approved evaluation criteria prior to the attending the ranking meeting. The Beach Committee will meet to announce each committee member's score and discuss any differences in the scoring. Individual committee members will have the opportunity to adjust their scores at the meeting, based on the discussion and collective input.

The Beach Committee will forward those applications receiving a score of 75 or higher to the Tourist Development Council for award approval, in order of ranking, up to the budgeted amount. Any requests for more than \$100,000 in grant funding that are recommended by the TDC will be forwarded to the Board of County Commissioners for final award.

Beach Committee - Application Review Meeting

1. Upon completion of the discussion and final scoring by the Committee members, a brief recess will be taken. During the recess, TDO Staff will review and tally the scores and requested award amounts.
2. The Committee will reconvene, and the Staff will read the evaluation results. The amount of funding requested will be stated in order of ranking, with a sum of total funding requested for applications receiving a score of 75, or higher.
3. The chairman will open the floor for approval of the ranking.
4. Upon completion of the recommendation, the chairman will entertain any comments from Committee Members regarding the process or projects.

Upon review and ranking by the Beach Committee and recommendation of award by the Tourist Development Council, the Applicant will be notified in writing by TDO staff as to the award time period and amount of the award and any required matching funds.

10.0 REPORTING REQUIREMENTS

At project initiation, the applicant will provide the TDO Staff with a schedule for the project and contact information for the grant.

Acknowledgement:

At the outset of the project, the applicant shall erect a permanent sign, approved by the TDC, in a prominent location at the project site that indicates the TDC participation in the project. This sign shall contain the TDC Tourism + Lagoon logo (see logo at right).



If the final product of the project is a report, study or other publication, the TDC's sponsorship of that publication shall be prominently indicated at the beginning of the publication. If the project results in an educational display, the TDC's #LagoonLife logo and a statement of the TDC's participation in the project shall be contained in the display.

Reporting

The applicant is to provide status reporting using the provided forms on the required dates and for the period noted in Section 2.0 of these guidelines. Reimbursement requests may be submitted no more frequently than quarterly, using the provided forms.

A final report and close-out procedures are covered in Section 11.0 of these guidelines.

Non-compliance with these program requirements and non-supportive back up proof of payments will automatically disqualify the applicant from future funding under this program.

11.0 Payment Reimbursement Requests & Project Closeout Procedures

The TDC shall reimburse the applicant for project costs expended on the project in accordance with the application, specifically the Project Cost Estimate.

Project Completion and Reimbursement Requirements

Upon completion of the project, the applicant shall provide the following:

1. A completed Form __ -Project Completion Certificate, which certifies that the project was completed in accordance with the project application.
2. Form __ - Payment Reimbursement Request Form, accompanied by all required supporting documents such as billing statements for work performed and cancelled payment vouchers for expenditures made (for TDC funds and match).
3. Photograph(s) showing the installation of the sign required below.
4. Photograph(s) of the completed project clearly showing the program improvements. (.jpg or .tif format)
5. A Final Project Report (1-2 pages) that shall at a minimum include: Applicant's name, project name, project number, project location/address, final cost and TDC grant amount, and a brief project summary with specific project benefits to the Indian River Lagoon and tourism highlighted.

Map of the Indian River Lagoon Watershed



IRL Watershed

