



MONROE COUNTY RESTORE ACT Project Funding Submittal Form

Purpose:

The RESTORE Act Project Submittal Form is designed to assist citizens, businesses and public or private organizations wishing to submit a project for consideration of funding from the RESTORE Act dollars allocated to Monroe County by the 2012 RESTORE Act.

Instructions:

- To be considered for RESTORE Act funding from Monroe County's RESTORE Act local allocation, or "local pot," you must complete this Project Funding Submittal Form and submit it electronically and hardcopy, by the due date: ~~AUGUST 30, 2013 AT 2:00 PM~~ **DECEMBER 20, 2013 at 3PM.**
***** **Late or incomplete submissions will not be reviewed.** *****
- Please submit one complete Submittal Form per project; if you have multiple projects, please submit one Submittal Form for each project.
- If you are an organization that has submitted an application in the first round, you may re-submit/replace that application if you wish, or submit another application. If you wish to have your application considered as it was already submitted, no further action is required.
- A complete Submittal Form will consist of the following four sections:
 1. Application Cover Pages - please use the formatted cover pages included (questions 1-6);
 2. Project Budget - please use the budget form included;
 3. Application Narrative -Detailed Project Information (questions 7-18);
(For this portion, please provide responses on normal, letter size paper, 12 pt. font, and 1" margins; and paginate. Take as much space as needed for each question, but please keep responses as focused as possible. It may assist you to review all the questions before addressing any one question. Please be sure to respond to each question. If a question is not applicable, please indicate that.)
 4. Any additional documentation necessary to fully understand your project.
- Please submit completed form ELECTRONICALLY, as a single PDF document, to tennyson-lisa@monroecounty-fl.gov by the deadline. Once your Form is received, you will receive a confirmation email.
- Please ALSO submit completed HARD COPY Form to Lisa Tennyson, Office of Management and Budget, 1100 Simonton Street, Room 213, Key West Florida 33040, by the deadline.
- Please refer to the Monroe County RESTORE Act website for additional information. Questions can be directed to Lisa Tennyson by email at tennyson-lisa@monroecounty-fl.gov.

Selection for Funding:

- Proposals will be evaluated based on these criteria: 1) need for and benefits of the project; 2) cost-effectiveness and financial feasibility; 3) technical feasibility/probability of success; 4) timeliness of implementation and completion; 5) consistency with approved public plans/public support; and 6) project management capacity.
- Applications received by the due date, and which meet at least one of the allowable uses, will be reviewed and scored by the members of the Monroe County Local Advisory Committee.
- The Committee will meet in one or more noticed, public meeting(s) (dates to be determined) to discuss, evaluate and rank project submissions.

- The list of ranked projects will be presented to the Monroe County Board of County Commissioners which will make the final decision on project awards.

General Information:

- **All project awards are subject to availability and amount of local RESTORE Act dollars directed to Monroe County.**
- **All project awards will be subject to all applicable federal, state, and local laws, rules, regulations, and policies (auditing, reporting, procurement, transparency, etc.). Federal rules and regulations guiding RESTORE Act project award funding are still being developed by the US Treasury. All information provided herein is subject to further revision pending the development and adoption of these rules.**
- All projects must have a direct benefit to Monroe County pursuant to one or more of the RESTORE Act criteria.
- Applicants certify that the information provided in their completed Submittal Forms and in any supporting documents, are true and correct to the best of their knowledge and belief. Inaccuracies, omissions, or any other information found to be false may result in rejection of this application and project funding consideration.
- All Submittal Forms and supporting documentation are subject to discussion and public input at RESTORE Act Local Advisory Committee meetings, public meetings, and the Monroe County Board of County Commissioners; and those submitting proposals may be requested to present their proposals or respond to questions at such meetings.
- Applicants may be requested to provide additional information or to complete a supplemental project proposal form.
- All forms and supporting documentation are public information and will be made available to the public pursuant to all applicable federal, state, and local laws and policies.
- Projects for funding from other RESTORE Act provisions should be submitted to the appropriate funding entity, (ie, Gulf Coast Ecosystem Restoration Council, National Fish and Wildlife Foundation, Natural Resource Damage Assessment, etc.) For additional information on other funding opportunities, visit the Department of Environmental Protection website at [www.dep](http://www.dep.gov).
- Projects must meet at least one of the uses listed below. The list of allowable uses has been ranked in priority order by the Local Advisory Committee and is provided as a reference.

Monroe County RESTORE Act Local Advisory Committee Ranking of Allowable Uses

Use	Rank
Restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands	1
Mitigation of damage to fish, wildlife and natural resources	2
Infrastructure projects benefitting economy or ecological resources	3
Promotion of tourism in the Gulf region, including recreational fishing	4
Workforce development and job creation	5
Coastal flood protection and related infrastructure	6
Improvements to state parks affected by Deepwater Horizon oil spill	6
Implementation of federally approved marine/coastal management plan	8
Promotion of consumption of seafood harvested from the Gulf Coast region	9
Planning Assistance	10

ATION COVER PAGE – 1 OF 2 (PROJECT BASIC CRITERIA)

1. **PROJECT TYPE:** *(As mandated by the RESTORE Act, funds may only be used for one or more of the allowable uses listed below, which the County cannot amend or change. Carefully review each criteria listed below and determine if your project will achieve one or more of the allowable uses below. Projects that do not meet at least one of the allowable uses below will not be considered for funding. Check all that apply.)*

- Restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region.
- Mitigation of damage to fish, wildlife, and natural resources.
- Implementation of a federally approved marine/coastal management plan, including fisheries monitoring.
- Workforce development and job creation.
- Improvements to or on state parks in coastal areas affected by the Deepwater Horizon oil spill.
- Infrastructure projects benefitting economy or ecological resources, including port infrastructure.
- Coastal flood protection and related infrastructure.
- Planning assistance.
- Activities to promote tourism and seafood in the Gulf Coast region, for one or more of the following:
 - Promotion of tourism in the Gulf Region, including recreational fishing.
 - Promotion of the consumption of seafood harvested from the Gulf Coast region.

2. **CONTACT INFORMATION:** *(Include at least one name, phone number, email address, and organization name if applicable)*

- Organization: Florida Keys Community College
- Address: 5901 College Rd
- City, State, Zip Code: Key West, FL 33040
- Contact Person
 - Name: Brittany Snyder
 - Title: Provost
 - Phone: (305) 809-3233
 - Email Address: brittany.snyder@fkcc.edu

APPLICATION COVER PAGE – 2 OF 2 (PROJECT SUMMARY)

Section 2. Application Cover Page; Project Summary Information

Please utilize this sheet or re-create, but keep format as is.

3. Project Name: *(Provide a short, succinct title for the project)*

Monroe County Technology Center

4. Project Executive Summary: *(Provide a concise summary or abstract in the space below; do not exceed the space below.)*

Florida Keys Community College (FKCC) is seeking funding to build and equip a facility dedicated to training students in high demand vocational occupations. Currently there are a number of educational opportunities for technician-level: (1) heating, air conditioning and refrigeration (HVAC) mechanics and installers, (2) electricians and (3) plumbers. FKCC is a proven leader in training and educating students for a variety of technician-level occupations.

FKCC recently conducted a needs analysis to determine high-skill, high-wage careers statewide, regionally, and locally within Monroe County. The data clearly indicate that HVAC, electrician and plumbing occupations stand out as an area of growth and high demand.

To meet the needs of these demands, FKCC intends to develop academic and training programs focused on these two and other career paths. FKCC currently has expertise in career pathway program development but lacks the human resources and necessary infrastructure to accomplish this initiative; therefore, we are seeking funding to support this goal. FKCC is seeking funding to build and equip a facility dedicated to training students in electrical, HVAC, and plumbing. In addition, the facility would be used for on going continuing education in these areas as well as for expansion into other areas such as light manufacturing fabrication, welding and for other emergent career fields.

The facility will be located in Marathon so that it is centrally accessible to a majority of the County. High School and Middle School students from the Monroe County School District and other schools will have access to the facility through dual enrollment programs and articulation agreements. With the State’s focus on manufacturing and industry certification, there will be very strong ties to local and regional businesses who will ultimately hire graduates after demonstrating the demand for their services.

5. Range of Benefit: Does this project have a

- Local benefit?
- Keys-wide benefit?
- Regional benefit?
- Gulf-wide benefit?

(Provide the location of the project and a brief description of the area that is benefiting; do not exceed the space below.)

The Technology Center will be centrally located in Marathon to enable access throughout the Keys. The electrical, HVAC, and plumbing curriculum includes various state and industry certifications, which will enable students to seek employment not only in Monroe County, but statewide.

6. Project Cost: *(Provide the actual/estimated project cost, the amount being requested with this submission, and the amount of match committed to the project from any source. Please make clear the total project cost and the amount you are requesting. There is an opportunity to provide detailed cost/request/match information in the narrative section (see question 8.)*

• Total Project Cost:	\$ 4,612,721_____	
• RESTORE Request Amount:	\$ 4,340,000_____	% of project cost: 94%_____
• Secured Cash Match (committed funding from other sources):	\$ 0_____	% of project cost: _____

- In-kind Match value: \$ 272,721 _____ % of project cost: 6% _____
 - Funding Gap: \$ _____ % of project cost: _____
 - Anticipated Cash Match (potential funding from other sources)*: \$ 0 _____ % of project cost: _____
- *These funds must be secured within 1 year of project award.*

APPLICATION PROJECT BUDGET

Section 3. Project Budget

PROJECT BUDGET Activity/ Item	Cost	FUNDING		
		Anticipated RESTORE Funding	Cash Match	In-kind Match
Planning/Design/Permitting				
Architect Fees	\$500,000	\$500,000		
Land	\$500,000	\$500,000		
Labor	\$28,080			\$28,080
Administration*:	\$1,404			\$1,404
Planning Subtotal:	\$1,029,484	\$1,000,000		\$29,484
Construction or Project Activity(ies)				
Construction	\$3,040,000	\$3,040,000		
Equipment	\$300,000	\$300,000		
Labor	\$175,494			\$175,494
Administration*:	\$8,775			\$8,775
Construction Subtotal:	\$3,524,269	\$3,340,000		\$184,269
Monitoring				
Labor	\$56,160			\$56,160
Administration*:	\$2,808			\$2,808
Monitoring Subtotal:	\$58,968			\$58,968
Project Cost				
Total Administration*:	\$12,987			
TOTAL Project Cost:	\$4,621,317	\$4,340,000		\$272,721

Estimated Costs by Year	
Year 1	\$1,029,484
Year 2	\$1,699,484
Year 3	\$2,097,506
Year 4	
Year 5	

Year 6	
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Notes: Only complete the sections of the budget that are applicable for your project. Please refer to question 8 to provide further explanation of budget details.

**The RESTORE Act places a total 3% cap on administrative expenses. How this 3% will be applied and or utilized is unknown. The Committee has recommended that applicant organizations ASSUME ZERO FUNDING FOR ADMINISTRATIVE COSTS.*

APPLICATION QUESTIONS – DETAILED PROJECT INFORMATION

Section 4. Application Narrative; Detailed Project Information

Please respond clearly and specifically to each of the following questions. Use 12 pt. font, 1 inch margins, and pagination, to aid in readability. There is no page limit, but please be as brief as possible. To complete your submission, please attach your response to these questions to the application cover pages and the budget page.

7. Project Description

FKCC is seeking funding to build and equip a facility dedicated to training students in high demand vocational occupations. Currently there are a number of educational opportunities for technician-level: (1) heating, air conditioning and refrigeration (HVAC) mechanics and installers, (2) electricians and (3) plumbers. Labor Market Data collected indicate that there are 34 annual opening in these 3 occupations (Table 1). All three of these occupations are on the Regional Targeted Occupation List for Miami/Dade and Monroe County (Florida Department of Economic Opportunity). Furthermore, Regional Completion data (Table 1) indicates that in 2012 there were no reported graduates in Monroe County in these three fields. This means that currently Monroe County residents must leave the county to receive any formal training in these occupations. For all residents this is a lack of opportunity and for those who already possess the basic qualifications in these areas and must receive additional training, it is expensive and will require them to spend time away from home. These factors are directly related to the lack of available service personnel as well as the cost and quality of their efforts. As part of our service to the community, FKCC is a proven leader in training and educating students for a variety of technician-level occupations. Funding this project will positively impact the existing and future workforce of Monroe County. The continued growth and sustainability of our hospitality and tourism industry depends on the quality of the back of the house operations. This project will also create jobs for professionals who will administer and manage the programs, teach the students and maintain the facility.

Table 1: Labor Market Data

SOC	Description	2013 Jobs	2018 Jobs	Change 2013 to 2018	Openings 2018	Annual Openings	Median Hourly Earnings	Regional Completions (2012)
47-2111	Electricians	163	199	36	61	12	\$22.51	0
47-2152	Plumbers, Pipefitters, and Steamfitters	59	95	36	48	10	\$20.82	0
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	126	175	49	62	12	\$22.81	0
	Total	348	469	121	171	34	\$21.67	

Source: QCEW Employees - EMSI 2013.4 Class of Worker

To meet the needs of these demands, FKCC intends to develop academic and training programs focused on these three career paths. FKCC currently has expertise in career pathway program development but lacks the human resources and necessary infrastructure to accomplish this initiative; therefore, we are seeking funding to support this goal.

Further economic benefits to Monroe County business will be realized through internships and apprenticeship program in these career technical areas. These programs will enable students to work in their field of study and receive real world experience while providing cost effective employment opportunities for local businesses.

Furthermore this project will have far reaching consequences. FKCC intends to incorporate “Green Building” and LEED technologies into the curriculum. Green building is the practice of using processes and creating structures that are environmentally responsible and resource-efficient. Green buildings are designed to reduce the overall impact of the structure on human health and the natural environment by:

- Efficiently using energy, water, and other resources
- Protecting occupant health and improving employee productivity
- Reducing waste, pollution and environmental degradation

By incorporating these new techniques into the curriculum FKCC expects to produce a workforce that can make long term, beneficial impacts on the environment.

FKCC will also maximize educational benefits by the incorporation of Dual Enrollment students in the program. Dual Enrollment is an opportunity for high school students to attend college courses and receive both high school and college credit without additional cost to them or to their families. This is also an opportunity to expose students to alternative careers that will ultimately help them with the career and educational choices and goals.

8. Budget Narrative/Financial Feasibility/Cost-Effectiveness: *(Be sure that your responses to this question and dollar amounts used are consistent with those used in Application Project Budget, and those in Question 6.*

- *Clearly indicate and describe the estimated or actual costs of the project.*
- *Clearly indicate and describe the amount and use of RESTORE Act funding request.*
- *Identify amount and sources for your secured cash match funding. [“Cash match” is defined as actual cash contributions to project costs. “Secured cash match funding” is funding that has been committed to your project.] Please demonstrate secured match funding with documentation such as commitment letter(s) from the funder(s).*
- *Identify amount and sources for your anticipated cash match. [“Anticipated cash match” is potential funding you have sought or will seek but is not confirmed.] Please note that an applicant must have its project’s “anticipated cash match” secured within one year of award of RESTORE Act funding. Explain, if applicable, how these RESTORE funds may be used to leverage additional funding.*
- *If your project is also using in-kind match [“In-kind match” is defined as contribution to project costs other than cash], please identify what the in-kind match includes and how you calculated its value.*
- *Explain how the project is financially feasible [ie, is there a plan to cover all costs?]*
- *Explain how the project is cost-effective [ie, is this project a good value, is it economical in terms of the tangible benefits produced by the money being spent?]*

Important*: *The RESTORE Act places a total 3% cap on administrative expenses. We are uncertain at this point how this will be applied, how “administration” will be defined or assigned, or whether projects may even be able to include administration. You must assume the likelihood that there will be **NO ADMINISTRATION EXPENSES ALLOWED TO BE REIMBURSED.** Please keep this in mind as you develop your budget.*

Maximum 15 pts. *Several things will be evaluated with respect to the budget including match value, financial*

feasibility and cost-effectiveness.

9. Technical Feasibility

This project is technically feasible as FKCC has a current relationship with Ajax Building Corporation. FKCC utilized Ajax Building Corporation to construct a new Marine Technology Building on the Key West Campus. This building is scheduled for grand opening in January 2014. When Ajax serves as a Project Manager, it acts as the agent for the owner, establishing budgets, schedules, coordination, procedures and policies for the project. This partnership between FKCC and a Project Manager helps control costs, while keeping the project on schedule from beginning to completion. Ajax Building Corporation utilizes “green” construction technologies that are environmentally responsible and resource efficient. The project is likely to succeed as there is a need for a Construction Technologies education program in the Florida Keys.

10. Readiness for Implementation/Permitting Considerations: *(What steps are necessary and how long will it take to implement this project? Describe the required design and permitting work required for implementation. How far along is the design and permitting? Has it started? Is it complete? If required permits have already been obtained, please attach copies. If the design has been completed, please attach copy of the design work. If the design work has not yet begun, please tell us how long this will take. If permits are required, but not yet obtained, please discuss how you know your project will qualify for the required permits and how long will this permit process take. In other words, if your project is not shovel-ready, what is entailed and how long will it take to before it becomes shovel-ready? Identify the specific milestones and timeframe for each.)*

Maximum 10 pts. Is the timeframe realistic? Is the permitting achievable? Is the timeframe acceptable?

This is a three-year project which includes procurement of land, design, permitting, construction, and offering the first classes at the new location. As a public entity, FKCC is ROGO exempt and self-permitting. The Marine Technology Building took fifteen months to complete, once the funding was secured.

11. Project Completion Timetable: *(Once the project can be implemented, what are the steps and how long will it take to complete the project? Identify milestones and timeframe for each.)*

Maximum 10 pts. Timeframe realistic? Is the timeframe acceptable?

This is a three year project the initial 1-15 months includes procurement of land and building design. The following 15 months will include construction followed by implementation of courses.

12. Environmental Benefits:

The proposed project will benefit the environment of Monroe County in several ways. First the proposed building would be LEED Certified. LEED (Leadership in Energy and Environmental Design) is a nationally recognized certification program that has produced a standard in green development and building designs. Following LEED best practices will ensure this structure has a positive impact on the environment.

Furthermore, programs taught in this building will incorporate “green” construction practices into the curriculum. Having local technicians trained in environmentally friendly construction techniques and materials will help propagate green construction in Monroe County. According to the Environmental Protection Agency, Green buildings have the following potential benefits:

Environmental benefits

- Enhance and protect biodiversity and ecosystems
- Improve air and water quality
- Reduce waste streams
- Conserve and restore natural resources

Economic benefits

- Reduce operating costs
- Create, expand, and shape markets for green product and services
- Improve occupant productivity
- Optimize life-cycle economic performance

Social benefits

- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life

(Agency, 2012)

12. *(Describe the nature, magnitude, and timing of any environmental benefits attributable to the project. Identify and quantify all environmental benefits expected. How will these benefits be measured and evaluated? How long before benefits are realized? Are these benefits short-term? Long-term? Identify the party responsible for the achievement of these benefits. Describe how your project is sustainable. (In other words, how much or what percentage of the project's services and/or benefits will still be delivered and maintained after the project is complete and/or funding has ended.) How will you monitor and ensure sustainability after the funding has ended. Please address any potential environmental impacts (ie, loss of habitat) associated with implementing or maintaining the project.)*

Maximum 10 pts. *Are the benefits impactful? Do the benefits address/correct/mitigate/advance a critical need/issue? Likelihood of achieving these benefits? Acceptable timeframe for achieving the benefits? Does the project have long-term sustainability?*

Environmental benefits

- Enhance and protect biodiversity and ecosystems
- Improve air and water quality
- Reduce waste streams
- Conserve and restore natural resources

Economic benefits

- Reduce operating costs
- Create, expand, and shape markets for green product and services
- Improve occupant productivity
- Optimize life-cycle economic performance

Social benefits

- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life

13. Economic Benefit

The project requested in this document will provide significant long-term benefits to Monroe County Florida. Training provided by FKCC will enable graduates to attain high wage jobs in a relatively short period of time. Table 2 (Salaries) indicates that even technicians at the “helper” level will achieve salaries well above Florida’s minimum wage salary of \$7.79. Economic data indicates that there will be an annual demand in the three vocational fields targeted of at least 34 openings per year for the next five years (See Table 1-Labor Market Data). These results will be achieved in as little as one year after the completion date of the construction.

The achievement of short term and long term benefits will be monitored by FKCC and its accrediting and governing bodies. FKCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) and regulated by the Florida Department of Education (FLDOE). The vocational programs will be approved by the FLDOE and FKCC will maintain its SACS-COC accreditation during the duration of these programs. The oversight of these two entities along with FKCC internal Institutional Effectiveness policies will ensure the quality and productivity of the program. Annual Program Reviews which are conducted for all FKCC academic programs will ensure the educational quality and productivity are regularly monitored. Benefits of this project will be measured and evaluated based upon program completers. The number of students completing the program and job placement will be reported to the state in the annual Florida Education and Training Placement Information Program (FETPIP).

State approved tuition rates and state funding will ensure that the project is sustainable for many years to come. FKCC has a proven track record in offering and maintaining vocation programs that support our community such as our Criminal Justice program, Nursing program, Diving program and Marine Engineering and Seamanship Program.

Table 2: Salaries

Description	Median Hourly Earnings	Avg. Hourly Earnings	State Median Hourly Earnings	State Avg Hourly Earnings
Electricians	\$22.51	\$23.57	\$18.07	\$19.19
Plumbers, Pipefitters, and Steamfitters	\$20.82	\$22.13	\$18.60	\$19.43
Helpers--Electricians	\$12.76	\$12.97	\$11.91	\$12.35
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	--	--	\$11.91	\$12.20
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$22.81	\$23.22	\$18.35	\$19.75
Total	\$21.67	\$22.50	\$17.69	\$18.75

14. Community Economic and/or Environmental Resilience Benefits:

This project will increase Monroe County’s economic resilience by training Monroe County Residents in high skill, high wage vocational occupations. Furthermore the project will increase environmental resilience by training electricians, plumbers and HVAC technicians in Green Building technologies and techniques. More and better trained technicians should also equate to faster response times for service and more options for service. There should be overall better quality of life for residents and for the technicians.

Describe if the project assists with our community’s ability to anticipate, withstand, or recover (environmentally and/or economically) from hazards or threats, eg. hurricane evacuation, flood mitigation and prevention, future oil spills, shoreline protection, etc.)

Maximum 5 pts. Level of benefits? Do they address/correct/mitigate/advance a critical need/issue? Likelihood of achieving these benefits? Acceptable timeframe for achieving the benefits?

15. Complements to Existing Efforts/Public Acceptance:

Each year, Florida's workforce Estimating Conference meets to review and update the State and Regional Targeted Occupations Lists. These lists are developed after thorough review of current economic conditions combined with labor market information to define occupations needed for the workforce system. The 2012-13 Regional Targeted Occupation list for Miami/Dade and Monroe County identifies the plumbing, electrical and HVAC trades as jobs needed in our regional area. There is no current formal training offered in Monroe County in these vocational areas. Therefore there would be no local conflict or duplication of efforts. There should be no potential public opposition to the project.

The project will be consistent with the Monroe County Comprehensive plan

(How does the project complement existing local, regional or state efforts/plans/objectives or on-going efforts/activities. Explain why your project does not interfere or conflict with any existing efforts, and why your project is not duplicative of any existing efforts. Also, please explain whether your project is consistent with/included in a local government Comprehensive plan, Capital plan, Mitigation Plan, Wastewater or Storm Water Master Plan, etc. If not part of an already approved plan, please describe any known or potential public approval or opposition to the project. Explain any efforts to determine public acceptance.)

5 pts. Does the project align with county and/or municipal priorities? Is there clear public support?

16. Compliance with Federal, State and Local Regulations.

The Technology Center will be built following the guidelines and requirements of the State Requirements for Educational Facilities and the Florida Building Code (<http://www.fldoe.org/edfacil/sref.asp>).

17. Project Management Capacity

1. The project manager is Bill Sprague, a certified construction manager. He has worked on projects in Monroe County, FL building fire stations and educational facilities. He is also a contractor for the Department of Defense.
2. Florida Keys Community College has systems and processes, including an Office of Sponsored Programs and Office of the Assistant Controller, that currently administer three ongoing federal grants as follows:
 - NOAA Saltonstall-Kennedy (Grant Number: NA09NMF4270079)
 - NOAA Bycatch Reduction Engineering Program (Award Number: NA12NMF4720250)
 - National Science Foundation (NSF) Advanced Technology Education (Award Number 1003807)

These offices work with grant Principal Investigators (PIs) to coordinate and process quarterly internal and external performance and financial reports and all reports have been submitted within the approved reporting periods.

For purchases above \$65,000.00, a formal request for proposals is required. For purchases above \$25,000.00, the institution requires three quotes from appropriate vendors and must accept the

lowest quote. For purchases below \$25,000, the procurement process involves: (1) establishing an vendor information, (2) the submission of requisitions, which then follow an approval by the appropriate supervisors, and financial controls, (3) once approved a purchase order is created, (4) the item(s) are procured, (5) once the vendor submits an invoice, the item is paid from the money encumbered by the purchase order. Occasionally, under special circumstances, an institutional purchase (credit) card maybe used to procure materials.

The College submits semi-annual, annual and final progress reports for all current and past federally funded grants as required by the funding agency or in compliance with the funding agency.

3. Florida Keys Community College has a Director of Sponsored Research. This position is responsible for oversight of grant-funded projects. Otherwise, the Vice President of Business & Administration Services is responsible for overall State of Florida Auditor General Operational Audit every two years and a financial audit every year.

The College also abides by the Programs Standards of the Southern Association of Colleges and Schools Commission on Colleges and the Florida Department of Education

4. The Project Management Team is headed by Bill Sprague, certified Construction Manager and Douglas Pryor, Director of Purchasing and Plant Operations. The rest of the team will be selected after receipt of Request for Qualifications and Request for Proposal based on Florida guidelines pursuant to RFQ and RFP.