



REQUEST FOR APPLICATION (RFA) for Defense Reinvestment Projects

Project Year 2023-24

Bureau / Department

**Strategic Business Development
Department of Economic Opportunity**

Program Name

Florida Defense Reinvestment Grant Program

Solicitation Number

DEO 24-RFA-001-DRG

APPLICATION DEADLINE

April 28, 2023

5:00 PM, EASTERN STANDARD TIME

Released: March 14, 2023

Application Due Date: April 28, 2023

***Disclaimer – NOTE:** The receipt of applications in response to this grant opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a grant from the Florida Department of Economic Opportunity.*

This Grant opportunity is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57(3), Florida Statutes.

<i>For DEO Use Only</i>	
Date Received	
Applicant	
Project	

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SECTION 1: PROGRAM OVERVIEW

1.1 Overview

The program is administered by the Division of Strategic Business Development (DSBD) within the Department of Economic Opportunity. The DSBD is issuing this Request for Application (RFA) to solicit grant applications from eligible applicants to support military community-based activities that: a. protect existing military installations; b. diversify the economy of a defense-dependent community; or c. develop plans for the reuse of closed or realigned military installations.

1.2 Program Authority

Section 288.980(4), F.S., establishes the Florida Defense Reinvestment Grant Program to respond to the need for this state to work in conjunction with defense-dependent communities in developing and implementing strategies and approaches that will help communities support the missions of military installations, and in developing and implementing alternative economic diversification strategies to transition from a defense economy to a nondefense economy. DEO is authorized to award grants on a competitive basis to support activities related to the Florida Defense Reinvestment Grant Program.

1.3 Funding Purpose

Contingent upon and subject to an anticipated appropriation by the Florida Legislature, DEO announces the prospective availability of FY 2023–2024 funds for eligible applicants to support local diversification projects that benefit both the local community and military installation. Projects to be funded under this program include those related to protecting existing military installations, diversifying the economy of a defense-dependent community, or the development of plans for the reuse of a closed or realigned military installation, including any plans necessary for infrastructure improvements needed to facilitate reuse and related marketing activities. **On-base military construction projects will not be funded.** If such funds are not appropriated or available for the stated purpose, such event will not constitute DEO's or the State's default with respect to any prospective grant award or Agreement resulting from this solicitation.

1.4 Funding Priorities

Funding is anticipated to be provided pursuant to the FY 2023–2024 General Appropriations Act, to provide meaningful resource support to assist defense-dependent communities and enhance military missions and installations to have a positive impact on the military value of installations within the state. Reinvestment projects must meet one or more of the following criteria:

- A. Studies;
- B. Presentations;
- C. Analyses;
- D. Plans;
- E. Strategies; or
- F. Modeling.

1.5 Eligibility

Eligible Applicants must meet the minimum criteria set forth in s. 288.980(3)(c) and s. 288.980(4), F.S. Eligible Applicants must:

- A. Be a county or city government or economic development council that represents a local government with a military installation(s) that could be adversely affected by federal actions;

- B. Agree to match at least 30 percent of any grant awarded. The matching funds must be received from the identified sources and types indicated in the Project Budget. The term for the matching funds must be concurrent with the Agreement period. Matching funds may consist of “cash contributions” or “in-kind contributions”, as defined in Tab 3 – Application Contents and Required Documentation in Section 4.3., Instructions for Preparation of the Application;

1.6 Solicitation Number

24-RFA-001-DRG

1.7 Maximum Funds Available (Anticipated)

TBD in non-recurring General Revenue Funds.

1.8 Matching Requirement

At least a 30 percent match of any grant awarded is required.

1.9 Type of Award

Florida Defense Reinvestment Grant (DRG) Grant

1.10 Grant Award Period

July 1, 2023, to June 30, 2024.

Grant Agreement terms may be negotiated between DEO and Applicant(s) considering the Applicant’s proposed project timeline and may be less than 12 months.

1.11 Use of Grant Funds

Allowable and unallowable expenditures are defined by one or more of the following:

- A. Program expenditures must be in accordance with the requirements of the State of Florida Reference Guide for State Expenditures (https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2);
- B. Sections 112.061, 215.97, and 215.971, F.S.; and
- C. Other fiscal requirements set forth in program laws, rules, and regulations.

1.12 Funding Guidelines

Grant recipients may only be reimbursed for allowable project costs resulting from obligations incurred during the Agreement period. Activities for which state funds may **NOT** be spent include the following (this also applies to any subcontractors or consultants that are paid with Grant funds):

- A. Staff salaries;
- B. Purchase of equipment, furniture, or fixtures;
- C. Receptions, gifts, gift cards, awards, trophies, or membership dues;
- D. Lobbying any branch of state government;
- E. Administration of the project in excess of 10 percent of the Grant award;
- F. Project costs incurred related to the Agreement prior to its beginning date or after its ending date;
- G. Travel expenses not made pursuant to S. 112.061, F.S.;
- H. Business entertainment expenses, including meals or activity fees;
- I. Participation in trade shows, air shows, consultant events, and congressional delegations for more than three key staff members and/or officers of the prospective Grantee per activity;

- J. Participation in activities or events that are not located in the Continental United States (CONUS); and
- K. On-base military construction projects.

1.13 Submission of Multiple Applications is PROHIBITED

An Applicant can be the prime Grant recipient for only one Application. An Applicant may be a supporting partner for another community's proposal.

1.14 Number of Awards

DEO anticipates that multiple grant awards will be awarded pursuant to this solicitation. DEO will determine the number of grant awards, at DEO's sole and absolute discretion, based on the availability of funds and the quality of the submitted Applications. DEO reserves the right to offer grant awards for less than the amount requested in the Applicants' Applications as DEO deems is in the best interest of the State of Florida and DEO. The receipt of proposals in response to this RFA does not imply or guarantee that any one or all proposals will be awarded a Grant. **Additionally, prior to the final offer of the Grant award, DEO reserves the right to negotiate with Applicant all aspects of the Applicant's Application, including but not limited to, the scope of work and funding.**

Section 2: Timeline and Contact Information

2.1 Timeline

- A. Listed below are the important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, then DEO will include such changes in a subsequently published addendum. The time referenced in the table below is Eastern Standard Time (EST).

Please note that any updates, addenda, and clarifications to this RFA will be posted as an addendum on DEO's website at www.FloridaJobs.org/Military-Community-Programs. **It is the Applicant's responsibility to monitor DEO's website at www.FloridaJobs.org/Military-Community-Programs for any RFA updates.**

Applications are due by 5:00 PM, EST, on Friday, April 28, 2023. Any application received after this time will be ineligible for consideration.

- i. Applications shall be submitted via email to: DefenseGrants@DEO.MyFlorida.com;
- ii. The anticipated posting of awards will be June 1, 2023.

2.2 Contact Information

Cory Strickland
Partnership Manager
Florida Department of Economic Opportunity
107 E. Madison Street
Tallahassee, FL 32399
Email: DefenseGrants@DEO.MyFlorida.com

Website: <https://floridajobs.org/business-growth-and-partnerships/military-community-programs/florida-defense-reinvestment-grant-program>

2.3 Notes

- A. All work undertaken for this project is subject to public record requests including contract details and compensation.
- B. ALL EMAILS TO DEO REGARDING THIS RFA MUST CONTAIN THE RFA NUMBER (24-RFA-001-DRG) IN THE SUBJECT LINE OF THE EMAIL.

SECTION 3: Program Requirements and Guidance

3.1 Questions

Applicants must submit their questions concerning this RFA via e-mail to: DefenseGrants@DEO.MyFlorida.com and clearly identify the author of each e-mail. Each Applicant must carefully examine the specifications set forth in this solicitation with respect to the work to be performed.

ORAL AND TELEPHONE INFORMATION

Oral and telephone information shall not bind DEO. Applicants must not rely upon oral or telephone information.

3.2 Submission of Applications

Applications must be in compliance with the instructions given herein. Applicants must submit their Applications to this RFA electronically to: DefenseGrants@DEO.MyFlorida.com by the date and time specified in Section 2.1.

APPLICATIONS RECEIVED AFTER THE EXACT TIME SPECIFIED WILL NOT BE CONSIDERED.

3.3 Withdrawal of Applications

An Applicant may withdraw its submitted Application by e-mail request of same to DEO no later than 72 hours (Saturdays, Sundays, and state holidays excluded) after the Application's due date and time indicated in Section 2.1. Any Application that expresses a shorter duration of validity may, in DEO's sole and absolute discretion, be accepted or rejected.

3.4 Cost of Preparing Applicant's Application

DEO is not liable for any costs Applicant incurred in responding to this RFA, including, but not limited to, those for oral presentations, if applicable.

3.5 Disclosure and Ownership of Applications by the Department

An Applicant's Application is a public record subject to the production, disclosure, inspection, and copy provisions of Chapter 119, F.S., and Section 24(a) Article I of the Florida Constitution. An Applicant's Application, upon submission, and any resulting Agreement therefrom shall be DEO's property except with respect to those parts asserted with the formalities described in Section 3.6, Exemption from Disclosure as a Public Record, to be confidential or exempt pursuant to Chapter 119, F.S. DEO, in DEO's sole and absolute discretion, shall have the right to use, reproduce, and publish all Applications and Agreements.

Pursuant to s. 215.985(14), F.S., the Florida Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government agreements called the "Florida Accountability Contract Tracking System" or "FACTS." All or parts of the Applications to this solicitation may become published on FACTS as attachments to subsequently executed agreements.

3.6 Exemption from Disclosure as a Public Record

Applicants must submit Applications' contents which are asserted to be exempted by law from disclosure as a public record on a page or pages separately from the rest of the Applications' submissions, and must clearly mark each such alleged exempted parts "exempt," "confidential," or "trade secret" (as applicable), including the statutory basis for each such claim of exemption specifically identified in writing on each and every such page by an authorized representative of the Applicant's organization with legal authority to make this determination on behalf of the Applicant. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the Application submission or other document in which the content is set forth. Concurrently, Applicant must provide DEO with a separate redacted copy of its Application clearly titled "Redacted Copy," containing DEO's solicitation name, number, and the name of the Applicant. **If Applicant fails to submit a Redacted Copy with its Application, DEO is authorized to produce the entire document(s), data or records submitted by Applicant in answer to a public records request.**

Any claim of exemption from public disclosure is waived upon submission, unless documented as set forth above. DEO will attempt to afford protection from disclosure of any trade secret as defined in s. 812.081, F.S., or s. 688.002, F.S., where identified as such in the reply, to the extent permitted under s. 815.045, F.S., or s. 288.075, F.S., and Chapter 119, F.S. Each Applicant acknowledges that the protection afforded by s. 815.045, F.S., is incomplete, and hereby agrees by submitting its Application that no remedy for damages may arise from any disclosure by DEO.

By submitting its Application, Applicant shall protect, defend, indemnify, save, and hold harmless, DEO from any and all claims, demands, liabilities and suits of any nature arising out of, because of, or due to failure of DEO to release information redacted by the Applicant, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its Redacted Copy being confidential, proprietary, trade secret or otherwise not subject to disclosure.

3.7 Type of Agreement Contemplated

Applicants should anticipate that all Agreements awarded hereunder will be paid on a cost-reimbursement basis. DEO reserves the right, in DEO's sole and absolute discretion, to award another type of Agreement if doing so will be most advantageous to DEO and the State of Florida, price and other factors considered.

3.8 Application Acceptance Period

DEO intends to execute the Agreement(s) as soon as practicable after posting of DEO's award decision. DEO, at DEO's sole and absolute discretion, may rescind DEO's award to Applicant and terminate discussions with Applicant(s) if Applicant does not sign the proposed agreement within 60 days after the receipt of the proposed agreement.

3.9 Laws and Permits

Applicants should anticipate they will be required to comply with all local, state, and federal laws, rules, regulations and codes whenever work is being performed under resulting Agreements, and Applicants shall have the obligation to obtain and maintain all permits and licenses for the duration of the Agreements.

3.10 Vendor Registration

Applicants should anticipate that, prior to entering into an Agreement with DEO, the selected Applicant will be required to register with the Florida Department of Management Services' (DMS) MyFloridaMarketPlace Vendor Registration System. Information about the registration process is available at the MyFloridaMarketPlace website at http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration. Applicants who do not have Internet access may request assistance from MyFloridaMarketPlace Customer Services at (866) 352-3776.

The following DMS Class/Group codes pertinent to vendor registration are provided below:

80101504, Strategic planning consultation services

92111905, Military Relations

92112300, Military Bases

92101503, Community Outreach

A list of Commodity Codes can be found here:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes

3.11 Florida Department of State Registration Requirements

All entities identified under Chapters 607, 617, 620, 621 and 865, F.S., shall be appropriately registered with the Florida Department of State prior to entering into an Agreement with DEO.

3.12 Conflict of Interest

Each Applicant upon filing its Application represents and warrants that it presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of the services required to be performed under any Agreement resulting from this solicitation. Applicants should anticipate that each Grantee is required to provide written notification to DEO within five business days of the discovery of a potential conflict of interest under any Agreement. DEO shall have final and absolute authority to determine whether a conflict of interest exists.

3.13 Submittal Requirements

Applicants shall submit one complete, electronic copy of the signed original Grant Application, including all required attachments and documentation, compiled into a single file, and transmitted via e-mail as required in Section 3.2., Submission of Applications. The original shall be labeled "Original Grant Application." The software used to produce the electronic files must be Adobe Acrobat version 6 or newer. The electronic files must be logically named and clearly distinguishable from each other.

If the Applicant fails to submit the signed copy of its original Grant Application, as a courtesy, DEO may contact the Applicant by telephone for submission of this document via e-mail. DEO may do so, at DEO's sole and absolute discretion, only when the Application has satisfied all other requirements of the solicitation.

As more particularly detailed in Section 3.6, Exemption from Disclosure as a Public Record, if Applicant considers any portion of its Grant Application to be confidential, the Applicant shall **also** submit one electronic **redacted** copy of the Application suitable for release to the public, transmitted via e-mail as required in Section 4, Application Submission Requirements. Any confidential or trade secret information should either be redacted or completely removed in full compliance with Section 3, Part 3.6, Applicant's Duties to Assert Exemption from Disclosure as a Public Record, above. The redacted copy shall be labeled "Redacted Copy", must include the statutory basis for each asserted exemption, and must include a transmittal letter authorizing release of the redacted version of the Application if DEO receives a public records request.

3.14 Records Retention

It is the responsibility of the Applicant to retain all financial and program records in an auditable manner. Records must be made available to the DEO, Florida Department of Financial Services, the Florida Auditor General, or their designees.

Records must be maintained for five (5) years from the last activity of the program or longer if there is an ongoing investigation or audit.

Section 4: Application Submission Requirements

4.1 Definitions

- **Activity:** Defined as studies, presentations, analyses, plans, and modeling. Activity(ies) can also be defined, as related to this RFA, as deliverables.
- **Agreement:** A written agreement between DEO and the Grantee, including all documents, exhibits and attachments specifying services to be performed or provided by the Grantee, billing rates for these services and the manner in which the Grantee shall be reimbursed for these services, which shall be executed by both the Grantee and DEO.
- **Agreement Manager:** A person designated by DEO who is charged with monitoring an Agreement through the term of the agreement and who is specifically responsible for enforcing performance of the Agreement terms and conditions, and maintaining all financial information; i.e., payment history, payment method, payment tracking, etc. The Agreement Manager serves as the liaison between DEO and the Grantee regarding performance issues pertaining to the Agreement.
- **Applicant:** The person or entity applying in response to this RFA.
- **Application:** The offer extended to DEO in response to this RFA.
- **DEO:** Florida Department of Economic Opportunity.
- **DEO Business Hours:** 8:00 AM through 5:00 PM (EST), Monday through Friday, during which time DEO conducts routine business.
- **DEO Non-Business Hours:** DEO-observed holidays, weekends, and evening time frames during which DEO is closed to conducting routine business.
- **DEO-Observed Holidays:** DEO currently observes the following holidays. If any of these holidays fall on a Saturday, then the preceding Friday is observed. If any of these holidays fall on a Sunday, then the following Monday is observed.
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day and the following day
 - Christmas Day
- **Diversification:** The process of leveraging civilian infrastructure and services to enable a more capable installation and/or modernized manufacturing/defense industrial base ecosystem; and to transition the defense entity's core capabilities into commercial and non-Department of Defense government markets.

- **Grantee:** The person or entity that enters into an Agreement to provide contractual services to DEO.
- **Grantee's Personnel:** Persons directly employed by the Grantee.
- **Invoice:** Grantee's itemized document stating prices and quantities of goods and/or services delivered and sent to DEO for verification and payment.
- **Project Manager:** DEO's staff member(s), manager(s), grantee(s) or consultant(s) with overall responsibility and authority to oversee the contractual services being performed or provided by the Grantee for DEO as described in the Agreement.
- **Project Timeline:** A timeline of the project to include start to finish. The starting point may include initial procurement or solicitation of a contractor or subcontractor, or the permitting process. The finish point will mean completion of the project.
- **Subcontractor:** A person or entity contracting to perform part of another's entire Agreement, upon DEO's approval; also referred to as subgrantee.
- **Subgrantee:** A person or entity contracting to perform part of another's entire Agreement, upon DEO's approval; also referred to as subcontractor.
- **Written Notice:** Written Notice is herein defined as notice in writing, signed and may be an e-mail notice of the original.

4.2 Application Format

The Application shall be prepared by each Applicant utilizing 8.5 inch x 11 inch paper and at least an 11-point font size or larger. The Application, and its attachments, submitted electronically, shall not exceed 40, single-sided, pages in length. Applicants are advised that it is not necessary to file Applications with elaborate brochures and artwork, expensive paper and bindings, or other costly visual presentation aids. It is necessary, however, that Applications be filed in complete accordance with the instructions herein.

4.3 Instructions for Preparation of the Application

The instructions for this RFA are designed to help ensure that all Applications are reviewed and evaluated in a consistent manner, as well as to minimize costs and application time.

The requirements listed below are mandatory for each submitted Application to be considered for review:

Applicants must prepare Applications with the following sections, tabbed for ease of identification and review, and in the order outlined below:

A. Cover Letter

The Cover Letter must include the following information:

- i. RFA Title and Number;
- ii. Due Date of the Application;
- iii. Include the following statement: "By virtue of submission, (the Proposer) declares that all information provided is true and correct and hereby affirm that the authorized representative has authority to bind the applicant."; and

- iv. Original or electronic signature of a representative who is authorized to contractually bind the Applicant.

If an Applicant fails to submit a signed transmittal cover letter with its Application, DEO may, at DEO's sole and absolute discretion, consider the applicant ineligible for review. **Please note that, in the event the Applicant submits an Application as a joint venture, each member of the joint venture must complete and sign a separate Transmittal Cover Letter.**

- B. **Table of Contents:** The Table of Contents must contain section headings and subheadings along with corresponding page numbers.

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C. Applicant Information: This section must be completed in its entirety.

The Applicant’s Application must contain the following information in the format specified below:

1. Project Title:

2. RFA Title and Number:

3. County(ies) and Bases/Installation(s) Affected:

4. Applicant Legal Name and Contact Information

- a. Organization Name:
- b. Federal Tax Identification Number:
- c. Mailing Address (including city, state, zip):
- d. Contact Information (including telephone number and e-mail):

5. Primary Responsible Contact Information

- a. Name:
- b. Title:
- c. Mailing Address (including city, state, zip):
- d. Contact Information (including telephone number and e-mail):

6. Secondary Responsible Contact Information

- a. Name:
- b. Title:
- c. Mailing Address (including city, state, zip):
- d. Contact Information (including telephone number and e-mail):

7. Applicant’s Grant Manager Information

- a. Name of Grant Manager:
- b. Title:
- c. Mailing Address (including city, state, zip):
- d. Contact Information (including telephone, fax, e-mail):

8. Category of the Proposed Project (select all that apply)

- Study Presentation Analyses Plan(s)
 Modeling Other (explain)

9. Project Role of the Applicant

Is the Applicant an economic development organization serving in the official capacity of a governing board of a county, municipality, special district, or state agency which will have the authority and responsibility to maintain the project upon completion?
 Yes | No

10. Other Funding

Does the project relate to other local, state, or federal budgets?
 Yes | No

- a. If yes, what?

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D. Project Description, to include:

(If additional space is needed, attach a pdf document with your entire answer.)

- i. **Executive Description:** The Applicant must provide, in a few sentences, a description which outlines the project purpose, approach and methodology to be employed; a brief summary describing how each of the activities listed will benefit the military installation and surrounding community; a description on the current and future mission capabilities; the impact on operational readiness of the U.S. Department of Defense’s total force including the impact on joint warfighting, training, and readiness; how the project enables the base to better accommodate contingency, mobilization, resiliency, and future total force requirement; and illustrate how the methodology will serve to accomplish the project requirements and meet the proposed project schedule.

Executive Description

- ii. **Economic Impact Statement:** A description of the size and positive impact the proposed reinvestment project will have on the local military value of the installation and surrounding community.

Economic Impact Statement

- iii. **Plan of Action:** Describe your organization’s grant proposal succinctly. Applicants must include, in narrative form, the following information at a minimum:

Plan of Action
a. A description of how this project will diversify the economy of the local community.
b. A description of the community’s commitment and support for the proposed plan of action as well as describe and explain the interaction between the Applicant, local government, local economic development organization, local military facilities, and the public.
c. The potential impacts the project will have on the local industries and technologies which support the military installation.
d. A description of important milestones sufficient to monitor the progress of any resulting agreement and evaluate project outcome results.
e. How/If the project will protect the existing military installation.
f. How/If the project will affect the community should there be a need for the reuse of a closed facility or realigned military installation.
g. How/if the project will influence job creation and retention.

- iv. **Project Timeline:** The Applicant must provide a timeline of the project, to support the budget provided in Section 4.3, Part E, to include:
 - a. Proposed commencement date and number of days required to complete the project; and
 - b. Estimated completion date for each identified activity or deliverable.

Project Timeline

- v. **Letters of Support:** Grantee must submit at least two letters in support of the project; one letter must come from the military installation and one from the local government or economic development agency (EDA). If the Applicant is a local government or EDA, the application will be sufficient to take the place of the local government or EDA letter of support. Applicants may submit more than one letter as applicable.

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E. Application Scope of Work and Budget

The Applicant must include a completed copy of each requirement requested in this RFA, within their initial Application. Application attachments and appendices should be kept to a minimum. **Each Applicant must include the following mandatory documents for Evaluation as Attachments to the Application using the Attachments’ titles referenced below:**

- i. Prepare a coordinated plan of action or scope of work delineating how the eligible project will be administered and accomplished, which must include a plan for ensuring close cooperation between civilian and military authorities in the conduct of the funded activities and a plan for public involvement. If part of an existing strategic plan, a copy of the plan must be included with the Grant Application;
- ii. **Estimated Project Budget** –Applicant must submit an estimated budget for each cost associated with the proposed project. If the project is expected to be phased through multiple years, break out each phase and the associated costs. Administrative Costs shall be limited to no more than 10% of any grant issued pursuant to s. 288.980(7), F.S. All proposed costs for the project activities described in the Application are required to be presented in a line-item budget format that is accompanied by a budget narrative that supports, justifies, and clarifies the various line items.

Year 1	
Phase	Cost
Plans	\$
Presentations	\$
Studies	\$
Analyses	\$
Modeling	\$
Other (Specify)	\$
Total:	

iii. Matching Funds Criteria and Documentation

The Applicant must agree to match at least 30 percent of any grant awarded. Match documentation must include firm amounts and sources of local match; references to anticipated or expected matching funds availability will not be accepted. Matching funds demonstrate support for the proposed project’s compliance with s. 288.980(3)(c)2, F.S.

Matching funds contribution may either be cash or in-kind services:

- a. “Cash Contributions” may include cash contributions from the Applicant as well as cash contributions from outside sources that are: directly applied to the proposed project activities, directly support the proposed project through acquiring materials and supplies, buying equipment, paying for staff time used to work on the proposed project activities, and paying expenses such as travel, telephone, postage, or printing.
- b. “In-Kind Contributions” may include: the reasonable value of the partial use of equipment, software, or staff from other divisions of the Applicant or from participating partners; the reasonable rental value of office space; or the reasonable value of volunteer time and expenses, calculated based on the value of the work done, and not the amount charged in the performance of the volunteer’s normal occupation. For this purpose, the value of volunteer time shall be deemed not to exceed \$40 per hour.

A greater match amount will result in the awarding of bonus points, which will positively impact the scoring criteria.

Match Contributing Entity	Type of Contribution (Cash/In-Kind)	Amount Contributed
Federal		\$
State		\$
Local		\$
Private		\$
Revenue Bonds		\$
Other (Specify)		\$

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iv. Scope of Work

- i. The Applicant must submit a Scope of Work to cover the anticipated Agreement period. The applicant must provide, for each deliverable, a title and brief description of what the activity will accomplish.
 - a. List ALL proposed deliverables and define objectives for each; and
 - b. If the proposed Application is a continuation of work completed through previously funded grant opportunities, describe the previous outcomes and how the continuation directly relates to the previous work completed.
- ii. This section should have sufficient detail to allow DEO to understand precisely what Applicant will do for each individual task that will be a part of its project, when they will do it, how they will do it, for whom they will do it, by whom it will be done, where it will take place, what impact the funding will have, etc. Failure to provide specificity about the scope of the project may result in significant delays, or non-award;

Participation in trade shows, air shows, consultant events, grant administration, and congressional delegations should be noted as an activity. Expense reimbursement eligibility is limited to **three key staff members and/or officers** of the Prospective Grantee per activity. Should consulting activities be identified in the Applicant’s Application, any geographic research, study, data, or analysis should include the region or, if applicable, the entire state. Every effort will be made to ensure that activities are funded only once and addressed at the level that benefits as much of the state as possible.

Deliverable & Task Title What is the overall title of the task? What is the overall title of the specific deliverable?	Description What will be accomplished? What services/tasks will be provided?	Deliverable/Services to be Performed What will need to be done to complete the project?	Cost of Activity
Task:			
Deliverable 1:			\$
Deliverable 2:			\$
Task:			
Deliverable 3:			\$
Deliverable 4:			\$
Task:			
Deliverable 5:			\$
Deliverable 6:			\$
Total:			\$

v. Financial Summary

The Applicant must prepare and submit an itemized program budget, which includes the following:

- a. A detailed line-item breakdown of anticipated expenses and expenditures for both the local match and state funds.
- b. Breakout of activities in funding categories and specific activities.
- c. Correlate activities to the plan of action.
- d. Cover only the anticipated Agreement period.
- e. Requested grant amount not to exceed **\$125,000**.

Only cost allocations under the terms of this solicitation and applicable State cost principles shall be included in the budget. All requested costs must be reasonable and necessary.

Budget Category	Local Program/Match Expenditures Grantee	State of Florida DRG Expenditures	Total Program Expenditures
Task/Purchase:			
Deliverable 1:			
Deliverable 2:			
Task/Purchase:			
Deliverable 3:			
Deliverable 4:			
Task/Purchase:			
Deliverable 5:			
Deliverable 6:			
Total:			

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vii. Signatures

In accordance with s. 288.980(4), F.S., grant requests will be accepted only from economic development applicants that will have the authority to maintain the project upon completion. The Applicant, Base Commander, and Local Economic Development Official must complete this section, as it is related to the proposed project specified in the submitted Grant Application.

Applicant

By	_____
	Signature

	Printed Name
Title	_____
Date	_____

Base Commander (or Designee)

By	_____
	Signature

	Printed Name
Title	_____
Date	_____

Local Economic Development Official (or Designee)

By	_____
	Signature

	Printed Name
Title	_____
Date	_____

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F. Addenda

Proposal Applications to this RFA must include the following documents and certifications:

- i. Qualification Questions (Attachment 1);
- ii. Certified Minority Business Enterprise Certification (CMBE); if applicable. Attach a copy of the organization's CMBE Certification, if certified with DMS;
- iii. Copy of an existing local, county, or military installation strategic plan;
- iv. Letters of support for the project.

4.4 Terms and Conditions

All Applications are subject to the terms and conditions of the sections of this solicitation. In case of conflict among such terms and conditions, then the Special Instructions for the Preparation and Submission of Applications shall have precedence over the Applicant's Grant Application.

An Applicant's Application's additional terms and conditions shall have no legal significance and shall not supersede DEO's terms and conditions. By submitting its Application, an Applicant agrees with the immediately preceding sentence. Failure to comply with the terms and conditions of this solicitation, including but not limited to, the failure to provide mandatory information to be included in each Application, shall be grounds for rejecting an Application.

All work shall be performed in accordance with this RFA and any Agreement resulting from this solicitation.

4.5 Employment of DEO Personnel

The Applicant shall not knowingly engage, on a full or part-time basis, any personnel who are in the employment of DEO, without prior written approval of DEO.

Further, the Applicant shall not knowingly engage any former employee of DEO where such employment conflicts with s. 112.3185, Florida Statutes, titled "Additional standards for state agencies employees."

4.6 Applicant's Responsibility

The Applicant hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the requirements of this solicitation.

4.7 Strict Enforcement

DEO reserves the right to enforce strict compliance with any requirement of this solicitation.

Section 5: Evaluation and Award

5.1 RFA Process

The RFA process consists of four sequential phases: 1) Application Preparation; 2) Completeness Check; 3) Evaluation; and 4) Negotiation, as further delineated below.

A. In the Application Preparation Phase, the Applicants will prepare and submit an Application to DEO based on the requirements identified in Section 4, Application Submission Requirements, of this RFA and any addenda to the RFA.

B. In the Completeness Check Phase, DEO will review the Applications received to determine whether the Applications are substantially complete. This step will address whether: the required forms are

present and properly signed; the Application appears to have addressed the grant Application contents required; and there is not an easily discernible or obvious error that may be promptly corrected. Should such an error be detected, DEO, in DEO's sole discretion, may notify the Applicant, and the Applicant will have two workdays to take corrective action to adjust the Application. During the correction period, the Applicant is permitted to only take action to correct completeness errors cited by DEO and not to supplement its Application by adding material for any other purpose. DEO is under no obligation to detect and/or offer the opportunity for completeness and/or correction. DEO's election to offer this opportunity should not, and does not, give rise to an expectation that the Application is correct and complete. Applicant is solely responsible for completing the corrective measures and ensuring their receipt by DEO.

- C. In the Evaluation Phase**, an evaluation team will evaluate and score the Applications according to the evaluation criteria published in Section 5, Evaluation and Award, of this RFA.
- D. In the Negotiation Phase**, negotiations will be conducted according to the negotiation methodology published in Section 5.3, Negotiations, of this RFA. The ranking of Applicants' Applications will not create a presumption of preference in the negotiation process or for any prospective award or Agreement resulting from this solicitation.

5.2 Evaluation Criteria

A. General

- i. Applications will be scored on the following criteria:
 - a. Military value;
 - b. Project probability;
 - c. Dual military/community benefit;
 - d. New missions;
 - e. Resiliency; and
 - f. Efficiency
- ii. DEO reserves the right to accept or reject any or all Applications received and reserves the right to make an award without further discussion or evaluation of the Applications submitted;
- iii. An incomplete Application includes, but is not limited to, one which:
 - a. Fails to comply with any statutory requirements;
 - b. Does not materially conform with the requirements and instructions contained herein;
 - c. Fails to utilize or complete prescribed forms; or
 - d. Has improper or undated signatures.
- iv. In determining whether an Applicant is responsible, DEO may consider any information or evidence which comes to its attention and which reflects upon an Applicant's capability to fully perform any resulting Agreement requirements and/or the Applicant's demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of any resulting Agreement. DEO may deem the Applicant as non-responsible.

B. Criteria

See Attachment 2 – Evaluation Criteria

C. Evaluation Committee

The Evaluation Committee will consist of one member from each of the following: DEO, The Florida Defense Support Task Force, and The Florida Defense Alliance.

To ensure uniform ratings, committee members will evaluate grant Applications utilizing the evaluation criteria in Attachment 2. Each member will perform independent evaluations per each Application.

5.3 Negotiations

DEO reserves the right to negotiate with selected Applicants all aspects of the Applicant's Application, including but not limited to, the scope of work and funding prior to any prospective final offer of the Grant award. Negotiations may continue with selected Applicants until acceptable Agreement terms are agreed upon, or it is determined that an acceptable Agreement cannot be reached.

5.4 Award

Upon completion of the negotiations process, if applicable, the Negotiation Team will reach a consensus on which Applicant(s) it believes offers the best value to the State and recommend award(s) accordingly. Upon consideration of the recommendation, the Secretary of DEO, or a duly authorized designee, shall make the award decision. DEO reserves the right to award any or all parts of the solicitation to a single or multiple Applicants.

Grant awardees will be notified in writing by DEO.

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ATTACHMENT 1
Qualification Questions

Applicant must submit a Yes/No response to the following Qualification Questions. Applicants are to meet to the qualifications identified in the following Qualification Questions in order to be considered responsive. **DEO will not evaluate Applications from Applicants who answer “No” to any of the Qualification Questions, following the RFA Completeness Check.**

Number	Qualification Questions	Yes	No
1.	Does the Applicant certify that the person submitting the Application is authorized to respond to this RFA on Applicant’s behalf?		
2.	Does the Applicant certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to Section 215.473, F.S., or engaged in business operations in Cuba or Syria?		
3.	Does the Applicant certify that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., or engaged in a boycott of Israel?		
4.	Does the Applicant certify that it meets the criteria of an Eligible Applicant as defined in Section 288.980(4), F.S?		
5.	Does the Applicant certify that the proposal Application does <u>NOT</u> include on-base military construction projects?		

*Authorized Representative’s Signature

*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the Applicant.

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ATTACHMENT 2
Evaluation Criteria

All Applications will be reviewed and evaluated based on community need, commitment, previous performance, and proposed actions in accordance with the following criteria:

EVALUATION CRITERIA	MAXIMUM POINTS AVAILABLE
1. Applicant provided an eligible project per the requirements of s. 288.980, F.S.;	10
2. Applicant prepared a coordinated plan of action or scope of work delineating how the eligible project will be administered and accomplished;	10
3. Applicant provided a clear description and explanation of the proposed tasks and deliverables expected to be completed in the proposed project;	10
4. Applicant provided documentation describing the project and how it relates to the mission of its local military installation(s) and the potential impacts such changes will have on the local community;	10
5. Applicant agreed to match at least 30% of any grant awarded, based on the match documentation provided;	10
6. Project provides value to both the local community and the military installation;	5
7. Project provides a description on the current and future mission capabilities and the impact on operational readiness of the United States Department of Defense's total force, including the impact on joint warfighting, training, and readiness;	5
8. Project will diversify the economy of the local community;	5
9. Project enables the base to better accommodate contingency, mobilization, resiliency, and future total force requirements;	5
10. Project supports diversification efforts in the event there should be a need for the reuse of a closed facility or realigned military installation;	5
11. The plan of action or scope of work is cost effective and reasonable to the provided deliverables and tasks to be completed;	5
12. Project provides a local economic benefit to the community;	5
13. Project has a reasonable estimated length of time for completion;	5
14. Applicant provided letters in support of the project.	5
Bonus: Matching Funds Proposed Greater Than 30 Percent	
• 81 – 100%	5
• 56 – 80%	3
• 31 – 55%	2
Total Possible Points	100

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ATTACHMENT 3
Application Checklist

To ensure that your Application can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Applicant and may not be relied upon in lieu of the instructions or requirements of this solicitation.

Check off each of the following:

- ___ 1. The Transmittal Cover Letter has been completed, signed by authorized representative, and enclosed in the Application.
- ___ 2. The Qualification Questions (Attachment 1) have been completed as required in this solicitation, signed by authorized representative, and enclosed in the Application.
- ___ 3. The Grant Application has been completed, in its entirety as required by this RFA; reviewed for accuracy; signed by authorized representative; and all attachments have been enclosed in the Application.
- ___ 4. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.
- ___ 5. The electronic, signed, original application must be received, at the location specified, prior to the Application due date and time designated in the RFA document.
- ___ 6. The Applicant shall submit one electronic, signed, original grant Application titled "Original Grant Application."
- ___ 7. If Applicant considers any portion of its Grant Application to be confidential, the Applicant shall submit one electronic, signed, redacted copy of the Application titled "Redacted Copy."

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