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## 2018-2019 Florida Job Growth Grant Fund Public Infrastructure Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed by the governmental entity applying for the grant and signed by either the chief elected official, the administrator for the governmental entity or their designee. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Governmental Entity Information

Name of Governmental Entity: Nassau County Board of County Commissioners

Government Federal Employer Identification Number 59-1863042

Primary Contact Name: Michael Mullin

Title: County Manager

Mailing Address: 96135 Nassau Place, Suite 1, Yulee, FL 32097

Phone Number: (904) 530-6010

Email: mmullin@nassaucountyfl.com

Secondary Contact Name: Justin Stankiewicz

Title: Office of Management & Budget Director

Phone Number: 904-530-6010

### Public Infrastructure Grant Eligibility

Pursuant to section 228.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. Eligible entities that wish to access this grant fund must submit public infrastructure proposals that:

- Promote economic recovery in specific regions of the state, economic diversification or economic enhancement in a targeted industry ([View Florida's Targeted Industries here](#)).
- Are not for the exclusive benefit of any single company, corporation or business entity.
- Are for infrastructure that is owned by the public and is for public use or predominately benefits the public.

**1. Program Requirements:**

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

Each proposal must include the following information describing how the project satisfies eligibility requirements listed on page 1.

- A.** Provide a detailed description of the public infrastructure improvements.

See word document.

- B.** Provide location of public infrastructure; including physical address and county of project.

Crawford Diamond Industrial Park, 30.5113304,-81.8839086, Nassau County, Florida

- C.** Is this infrastructure currently owned by the public?

☒ Yes

☐ No

If no, is there a current option to purchase or right of way provided to the County?

- D.** Provide current property owner.

Florida Power & Light

- E.** Is this infrastructure for public use or does it predominately benefit the public?

☒ Yes

☐ No

- F.** Will the public infrastructure improvements be for the exclusive benefit of any single company, corporation or business entity?

☒ Yes

☐ No

**G.** Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:

- Economic recovery in specific regions of the state;
- Economic diversification; or
- Economic enhancement of a Targeted Industry ([View Florida's Targeted Industries here](#)).

o Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System ([NAICS](#)) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.

o Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.

See word document.

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## 2. Additional Information:

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

**A.** Provide the proposed commencement date and number of days required to complete construction of the public infrastructure project.

As soon as possible. Two years is the estimated timeframe of completion.

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**B.** What permits are necessary for the public infrastructure project?

Florida Department of Environmental Protection – Notification/ Application for Constructing a Domestic Wastewater Collection/ Transmission System • Florida Department of Environmental Protection – General Permit for the two Creek Crossings • Florida Department of Transportation – Utility Permit • CSX Transportation Inc. – Utility Permit • City of Jacksonville Right of Way Permit • Nassau County Right of Way Permit for Utilities • Army Corps of Engineers – Nationwide permit – for the two Creek

- C. Detail whether required permits have been secured, and if not, detail the timeline for securing these permits. Additionally, if any required permits are local permits, will these permits be prioritized?

Florida Department of Environmental Protection – Notification/ Application for Constructing a Domestic Wastewater Collection/ Transmission System : 30 days • Florida Department of Environmental Protection – General Permit for the two Creek Crossings : 30 days • Florida Department of Transportation – Utility Permit: 30 days • CSX Transportation Inc. – Utility Permit: 60 days • City of Jacksonville Right of Way Permit: 15 days • Nassau County Right of Way Permit for Utilities: 15 days • Army

- D. What is the future land use and zoning designation on the proposed site of the infrastructure improvements, and will the improvements conform to those uses?

Open rural and Industrial Park. Yes, the improvements will conform to those uses. Zoning: Open Rural(OR) and FLUM:

- E. Will an amendment to the local comprehensive plan or a development order be required on the site of the proposed project or on adjacent property to accommodate the infrastructure and potential current or future job creation opportunities? If yes, please detail the timeline.

☒ Yes ☐ No

There is no additional "zoning" approval to make improvements within the areas currently zoned industrial. Any activity beyond industrial would require a FLUM amendment (Comprehensive Plan Map Amendment) and rezoning. A large scale map amendment may take closer to 90-120 days.

- F. Is the project ready to commence upon grant fund approval and contract execution? If no, please explain.

☒ Yes ☐ No

- G. Does this project have a local match amount?

☒ Yes ☐ No

If yes, please describe the entity providing the match and the amount.

A private entity will fund the balance required which is estimated to be \$5,619,721.67.

- H. Provide any additional information or attachments to be considered for this proposal. Maps and other supporting documents are encouraged.

See attached map. Crawford Diamond Fiscal Impact Memo attached.

**3. Program Budget**

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

**Estimated Costs and Sources of Funding:** Include all applicable public infrastructure costs and other funding sources available to support the proposal.

**1.) Total Amount Requested** \$ 17,400,000.00  
 Florida Job Growth Grant Fund

**A. Other Workforce Training Project Funding Sources:**

City/County \$

Private Sources \$5,619,721.67

Other (grants, etc.) \$

Please Specify: \_\_\_\_\_

**Total Other Funding** \$5,619,721.67

**B. Public Infrastructure Project Funding Sources:**

Construction \$12,265,721.67

Reconstruction \$

Design & Engineering \$

Land Acquisition \$

Land Improvement \$

Other \$ 5,134,278.33

Please Specify: onsite infrastru

**Total Project Costs** \$ 23,019,721.67

**Note:** The total amount requested must equal the difference between the workforce training project costs in 3. and the other Public infrastructure project funding sources in 2.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding and any other pertinent budget-related information.  
See attached chart detailing cost breakdown.

#### 4. Approvals and Authority

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

- A. If the governmental entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?  
Approval from the Nassau County Board of County Commissioners.

If board authorization is not required, who is authorized to sign?

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the governmental entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

Second and fourth Monday at 6pm and third Wednesday at 9am each month. Minimum 24 hour notice is required for special meetings.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the governmental entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.  
See grants manual.

PUBLIC INFRASTRUCTURE GRANT PROPOSAL

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Governmental Entity: Nassau County Board of County Commissioners

Name and Title of Authorized Representative: Michael Mullin, County Attorney/County Manager

Representative Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_

## Florida Job Growth Grant Fund Supplemental Answer Sheet

1.

- A. Industrial grade water/wastewater lines, natural gas line and two competing Class I rail spurs to service the broader west side of rural Nassau County, which includes the Crawford Diamond Industrial Park, a certified mega-site entitled for 10.5 million square feet of heavy industrial use.
- B. Crawford Diamond Industrial Park, 30.5113304, -81.8839086, Nassau County, Florida
- C. Yes
- D. Florida Power & Light
- E. Yes
- F. No
- G. Nassau County has deep roots in heavy manufacturing, which has dominated the eastern landscape of the county for close to a century. A designated rural county by the state of Florida, the western part of the county has not benefited from any significant job creation and is sparsely populated due to the little infrastructure available to attract large scale employers. The lack of industrial grade water and wastewater infrastructure, natural gas and rail extension to the site has been the Achilles heel prohibiting this growth, but if we resolve this issue by extending service to the area, and couple it with our prime industrial land served by excellent rail and road infrastructure, we will no doubt succeed in our efforts to attract numerous manufacturers to the Crawford Diamond Industrial Park and its surrounding areas. Today over 65% of Nassau County's workforce leaves the county every day to work elsewhere in the region, resulting in critical revenue loss to the county, and we are determined to change that with the improvements proposed herein. As previously mentioned, the project will open up an area that has been hamstrung to significant development due to a lack of industrial grade infrastructure to date. The Crawford Diamond Industrial Park is just one example of several opportunities in the area as it is a dual Class 1 rail served, 1814 acre certified mega-site, entitled for 10.5 million square feet of heavy industrial use. There are very few sites like this available in the entire country and only highly specialized large-scale manufacturers of all types recognize its benefits. We are fielding numerous inquiries from manufacturers looking to be in the area, for example, a \$270 million CAPEX with 220 jobs at 115% of Nassau County's average wage to over a billion in CAPEX coupled with many hundreds of jobs. The impacts of just one, if not several, large manufacturers descending upon the area will have staggering impacts to not only the county but also the region and state as a whole, as nothing small will take place on rail served property of this magnitude as it is designed for major manufacturers. A sample fiscal impact report is included as a reference.

2.

- A. As soon as possible. Two years is the estimated timeframe of completion.
- B. Florida Department of Environmental Protection – Notification/ Application for Constructing a Domestic Wastewater Collection/ Transmission System • Florida Department of Environmental Protection – General Permit for the two Creek Crossings
  - Florida Department of Transportation – Utility Permit • CSX Transportation Inc. – Utility Permit • City of Jacksonville Right of Way Permit • Nassau County Right of Way Permit for Utilities • Army Corps of Engineers – Nationwide permit – for the two Creek Crossings

- C. Florida Department of Environmental Protection – Notification/ Application for Constructing a Domestic Wastewater Collection/ Transmission System: 30 days • Florida Department of Environmental Protection – General Permit for the two Creek Crossings: 30 days • Florida Department of Transportation – Utility Permit: 30 days • CSX Transportation Inc. – Utility Permit: 60 days • City of Jacksonville Right of Way Permit: 15 days • Nassau County Right of Way Permit for Utilities: 15 days • Army Corps of Engineers – Nationwide permit – for the two Creek Crossings: 90 days • YES ALL LOCAL PERMITS WILL BE PRIORITIZED.
- D. Open rural and Industrial Park. Yes, the improvements will conform to those uses. Zoning: Open Rural (OR) and FLUM: Agriculture. Zoning: Industrial Park (IP) and FLUM: Industrial
- E. Yes. There is no additional "zoning" approval to make improvements within the areas currently zoned industrial. Any activity beyond industrial would require a FLUM amendment (Comprehensive Plan Map Amendment) and rezoning. A large scale map amendment may take closer to 90-120 days.
- F. Yes.
- G. Yes. A private entity will fund the balance required which is estimated to be \$5,619,721.67. ✓
- H. See attached map. Crawford Diamond Fiscal Impact Memo attached. *O. F. D.*

3.

- 1) Total amount requested: \$17,400,000
  - A. Private Sources: \$5,619,721.67  
Total Other Funding: \$5,619,721.67
  - B. Public Infrastructure Funding Sources:  
Construction: \$12,265,721.67  
Other: \$5,134,278.33 – please specify: other onsite infrastructure  
Total Project Costs: \$23,019,721.67
  - C. See attached spreadsheet detailing cost breakdown.

4.

- A. Approval from the Nassau County Board of County Commissioners.
- B. Second and fourth Monday at 6pm and third Wednesday at 9am each month. Minimum 24-hour notice is required for special meetings.
- C. See grants manual.

**DATE:** December 15, 2015

**TO:** Mr. Dan Camp  
Raydient Places and Properties  
1901 Island Walkway  
Fernandina Beach, FL 32034

**FROM:** Mr. Brian Martin, Vice President, RCLCO

**SUBJECT:** Fiscal Impact of Prospective Manufacturer at Crawford-Diamond Industrial Park

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## **1.0 Introduction**

RCLCO was retained by Raydient Places and Properties to develop a fiscal impact analysis model for Nassau County, FL. The model forms the basis for calculating the net fiscal impact of the 1.1 million square feet of industrial space with 220 employees currently being proposed for a manufacturer at the Crawford-Diamond Industrial Park in unincorporated Nassau County. Total capital investment by the tenant is projected at \$270 million.

## **2.0 Methodology**

The fiscal impact model takes into account the current budget, tax rates, population, employment, and other demographics for Nassau County. The county's ad valorem taxing funds – General Fund, Transportation Fund, and MSTU Fund – were used for this analysis. Capital impacts are assumed to be covered by impact fees or through mitigation with the tenant through the development order. Ad valorem revenues are directly calculated using the projected tax value and current millage rates. All other revenue and expenditure categories have been calculated using a per-capita methodology based off current per capita spending levels in the county and projected forward, assuming there will be 220 employees associated with this proposed development. Inflation for all revenues and expenses going forward is forecast at 3% per year.

## **3.0 Assessed Value Calculation**

In order to evaluate the future assessed value of this project, three comparable projects were located across the southeast. These three manufacturing facilities reflect large-scale manufacturing operations. Actual valuations for tax purposes will be conducted by the Nassau County Property Appraiser and will consider potential incentives or exemptions. For our analysis we have used a \$175 per square foot value based off the Rock-Tenn plant since it is similarly located in Nassau County and assessment techniques vary by location. The majority of the

valuation comes from the tangible property associated with large manufacturing facilities.

**Table 1. Comparable Industrial Properties' Assessed Values**

Comparable Industrial Properties							
Company Name	Location	Line of Business	Assessed Real Estate value	Assessed Tangible Property Value	Total Value	Total Building Square Feet	Assessed Value per Square Foot
Kronospan	Alabama	MDF	\$27,500,000	\$70,000,000	\$97,500,000	393,000	\$248
Arauco	North Carolina	MDF	\$14,635,600	\$109,600,000	\$124,235,500	566,000	\$219
Rock-Tenn	Nassau County	Packaging	\$39,117,000	\$168,200,000	\$207,317,000	1,190,000	\$174

#### 4.0 Ad Valorem Revenues

Table 2 displays the forecasted ad Valorem revenues to be generated from the prospective tenant to all taxing authorities. The Nassau County BOCC and the School District receive the largest chunk of taxes over the next 20-years with \$42.6 million and \$37.0 million, respectively. The revenues are also shown as discounted to present value at a 10% discount rate.

**Table 2. Ad Valorem Revenues**

Ad Valorem Revenues	Total	PV
Nassau County BOCC	\$42,603,167	\$16,569,297
Nassau County School District	\$36,999,229	\$14,389,804
St. Johns WMD	\$1,563,661	\$608,142
FIND	\$165,522	\$64,375
Total	\$81,331,579	\$31,631,618
Average Annual Ad Valorem Revenue \$4,066,578		

#### 5.0 Fiscal Impacts

Table 3 details the fiscal impact of the prospective tenant to Nassau County. Over the next 20-years, the project is expected to generate a total of \$42.9 million in revenues along with \$1.2 million in expenditures. The vast majority of revenues are in the form of ad Valorem taxes generated from the increase in property value and tangible personal property located onsite. Other operating revenues consist of items such as charges for service and intergovernmental revenues. Expenditures consist of public safety, law enforcement, transportation, general government, and others. As is common with many industrial developments, there will likely be minimal expenditures required by the county relative to the revenues generated from this development. It is anticipated that the project's revenue more than makes up for the modest increases in operating costs to Nassau County. The total fiscal benefit to Nassau County over the next 20-years is \$41.7 million with an NPV of \$16.2 million (assuming a 10% discount rate). The average annual net fiscal benefit to Nassau County is projected to be \$2.1 million.

**Table 3. Net Fiscal Impact to Nassau County BOCC**

<b>Net Fiscal Impact</b>	<b>Total - 20 Years</b>	<b>Present Value</b>
Operating Revenues	\$42,889,170	\$16,680,530
Operating Expenditures	\$1,205,405	\$468,808
Net Fiscal Benefit	\$41,683,765	\$16,211,722
<b>Average Annual Fiscal Benefit</b>	<b>\$2,084,188</b>	

Table 4 provides a summary of the average annual revenue or net impact to each taxing authority.

**Table 4. Average Annual Net Fiscal Impact or Revenue to Each Taxing Authority**

<b>Taxing Authority</b>	<b>Average Annual Net Impact/Revenue*</b>
Nassau County BOCC	\$2,084,188
Nassau County School District	\$1,849,961
St. Johns WMD	\$78,183
FIND	\$8,276

*\*Nassau County BOCC is net fiscal impact; all others are gross revenue.*

In addition to the fiscal impacts described above that accrue to Nassau County, there are additional sources of revenue flowing to other entities. It is estimated that annual electricity provider revenue will be \$5.5 million. Table 5 details this calculation.

**Table 5. Electricity Revenue to Provider**

<b>Electricity Revenue to Provider</b>	
Electricity Used per Day (Kilowatts)	25,000
Hours Operating per Day	24
Kilowatt Hours Used per Day	600,000
Electricity Generated Onsite	50%
Rate per Kilowatt Hour	\$0.05
Revenue to Electricity Provider per Day	\$15,000
Revenue to Electricity Provider per Month	\$450,000
<b>Revenue to Electricity Provider per Year</b>	<b>\$5,475,000</b>

Annual water and waste water revenue to the utility provider will be approximately \$1.3 million. Depending on whether any of the finished goods are exported, the Port of Jacksonville or the Port of Fernandina may receive revenue in the form of terminal use fees, wharfage fees, and dockage fees. Port revenues cannot be

estimated at this time without knowing tonnage and other exact specifications of the cargo, shippers, final destination or if any of the finished goods will be exported.

## 6.0 Impact Fee Revenue

Table 6 displays the anticipated impact fee revenue based off 1.1 million square feet of industrial development. A total of \$996,270 is expected to be collected based off the current impact fee schedule.

**Table 6. Impact Fee Revenue**

Impact Fee Revenue	
Fire/EMS	\$80,476
Admin	\$153,945
Police	\$99,649
Mobility Fee	\$662,200
<b>Total</b>	<b>\$996,270</b>

## 7.0 Economic Impact

In addition to the fiscal impact there is also an enormous economic impact generated from both the construction and operations of the project. Table 7 describes the economic impact stemming from the construction period. Total economic output to the State of Florida from the construction period is \$22.3 million with 548 total jobs and wages of \$5.7 million. This economic impact only takes into account the materials purchased within the boundaries of Florida. Much of the machinery and equipment is likely to be purchased or manufactured outside Florida then brought to the site and assembled. Construction materials such as concrete and other locally sourced supplies will make up the bulk of the local economic impact during the construction period.

**Table 7. Economic Impact During the Construction Period**

Construction Economic Impacts	
Direct Jobs	264
Direct Wages	\$3,119,439
Direct Output	\$11,000,000
Indirect Jobs	284
Indirect Wages	\$2,595,061
Indirect Output	\$11,314,600
<b>Total Jobs</b>	<b>548</b>
<b>Total Wages</b>	<b>\$5,714,500</b>
<b>Total Output</b>	<b>\$22,314,600</b>

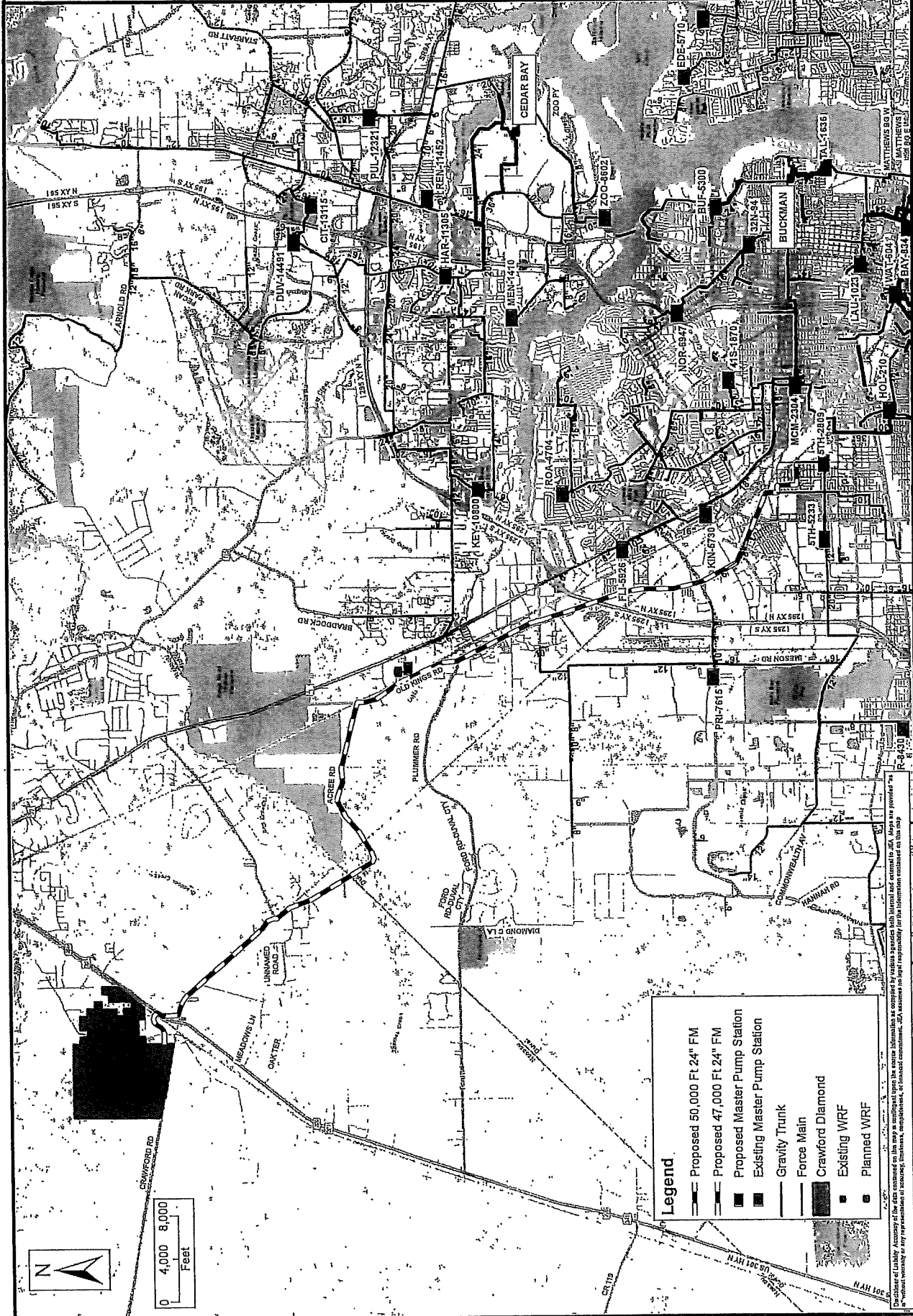
During the operating period, economic impacts to the State of Florida will be greater than the construction impacts due to nearly all of the activity remaining within the State. It is estimated that 80% of finished goods will be sold within Florida. Average annual economic impact generated from operations is estimated at \$162.3 million supporting 587 jobs with wages of \$32.3 million.

**Table 8. Economic Impact During the Operation Period**

<b>Operating Economic Impacts</b>	
Direct Jobs	220
Direct Wages	\$12,100,000
Direct Output	\$80,000,000
Indirect Jobs	367
Indirect Wages	\$20,176,750
Indirect Output	\$82,288,000
Total Jobs	587
Total Wages	\$32,276,750
<b>Total Output</b>	<b>\$162,288,000</b>

CONFIDENTIAL

# CRAWFORD DIAMOND INDUSTRIAL PARK



Disclaimer of Liability: Accuracy of the data contained in this map is not guaranteed. JEA, its consultants, and its subcontractors assume no liability for any errors or omissions in this map. The information contained in this map is for informational purposes only and should not be used for any other purpose.

# Water/Wastewater - Gas - Rail Infrastructure Capital Expenditure Sheet

Category	Estimated Subtotal
<b>Water/Sewer</b>	
JEA Industrial Wastewater/Sewer Pipe (12")	\$9,272,637.00
JEA Capacity Fee	\$1,140,381.67
ToC Water	\$1,852,703.00
<b>Other Services</b>	
Supporting/other onsite infrastructure	\$7,354,000.00
Natural Gas Tap and Pipe	\$2,700,000.00
Rail Power Switch (NS)	\$350,000.00
Rail Power Switch (CSX)	\$350,000.00
<b>TOTAL</b>	<b>\$23,019,721.67</b>

Nassau County  
Office of Management and Budget  
Grants Division

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# **Grants Manual**

July 2009

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## PREFACE

Nassau County actively pursues grants to enhance its ability to deliver quality services to its citizens at the lowest possible costs. This manual is designed to provide guidance for grants under County Commission jurisdiction and to ensure that grants are handled in a consistent and efficient manner to meet the needs of both the grant agency and the County.

This manual is intended to supplement, not replace, the normal operating procedures of the County. Budgeting, purchasing, accounting, and all other County policies should be adhered to in the application for and administration of all grants, unless specific exemptions are identified in the grant agreement.

In accepting grant funds from other agencies, the County is accepting accountability for the expenditure of the funds. It is the intent of the County to provide proper financial controls and to ensure that the funds are used for the best purpose for which they are intended.

The successful administration of a grant involves the commitment and coordination of several offices within the County.

## ROLES & RESPONSIBILITY

### PROJECT DIRECTOR

The Project Director is the most important administrator of the grant. He or she is responsible for carrying out the requirements of the grant. The other positions involved will be in the administration of the grant, but the Project Director will be involved in the daily operation of the grant to make sure the objectives are being achieved. The Project Director needs to be completely familiar with the grant agreement and be able to review the accuracy and completeness of expenditure reports. The timely completion of reports required by the grant is the responsibility of the Project Director, as well as conducting all internal program and fiscal monitoring. The Project Director should be listed as the contact person in the grant application.

### GRANT COORDINATOR

The Grants Assistant of the Office of Management and Budget will serve as Grant Coordinator. The Grant Coordinator will research funding opportunities, evaluate eligibility requirements, maintain 'Grants in the Pipeline' Intranet site for centralized communication with departments, assist with documentation for application, maintain all grant files in the Office of Management and Budget and coordinate the accounting and auditing requirements with Clerk Finance for compliance and monitoring cost share/match. Copies of all grant applications, grant agreements, reports, reimbursements, and other necessary documents must be provided to the Grant Coordinator. The Grant Coordinator will have direct contact with both the Project Director and, if applicable, the grant agency to help resolve issues which may come up during the grant period. The Grant Coordinator shall be familiar with Federal and State Grant Regulations and the specific conditions associated with each grant. Although grant reporting is the responsibility of the Project Director, the Grant Coordinator will also monitor this activity for timeliness and accuracy. It is the Grant Coordinator's responsibility to make sure that requests for reimbursement are according to the Grant Agreement in order to avoid delays and receive full reimbursement.

### OFFICE OF MANAGEMENT AND BUDGET

The Office of Management and Budget must review all grant applications before they are submitted to the grant agency. The Office of Management and Budget must be satisfied that the funding and expenditure proposals in the application do not create unnecessary burdens to implement and identify that funds are available for a match, if required. OMB forwards recommendations to the County Coordinator.

### COUNTY COORDINATOR

On behalf of the Board of County Commissioners, the County Coordinator shall serve as the Commissioners' designee to the extent allowable by the awarding agency. As designee, the County Coordinator shall execute any grant documents and certifications required by the grant. Information pertaining to grant application submissions and updates shall be provided to the County Commission by the County Coordinator. Upon receipt of the Notice of Grant Award from the awarding agency, the County Coordinator shall present the grant to the Board of County Commissioners for approval.

### BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners must approve all grants awarded to the County.

## APPLICATION PROCESS

Grants may be offered in many different formats and may require a pre-application, a separate application, or the application and grant agreement combined in one document. The purpose of this section is to establish a uniform process designed to apply to all grants, regardless of the specific format of each grant.

The grant application and other documents required by the grant agency prior to grant approval must flow through the following process.

- The application is prepared at the department level by the Project Director. The Project Director forwards the completed grant application and all other necessary documentation to the Grant Coordinator.
- The Grant Coordinator reviews and forwards the application packet to the Office of Management and Budget for review.
- The Office of Management and Budget Director reviews and forwards the application packet to the County Coordinator. If approved and allowable by the awarding agency, the County Coordinator signs the grant documents (pre-application/participation, application, etc.) on behalf of the Board of County Commissioners. If the Chair signature is required by the awarding agency, the grant documents will be returned to the submitting County Office or Project Director for presentment as an agenda item.
- The application is returned to the Grants Coordinator to copy and establish a grants file. The original documentation is returned to the originating department for submission to the grant agency.
- The County Coordinator will inform the Board of County Commissioners of grant applications and/or updates.

## APPROVAL AND ACCEPTANCE

The Nassau County Board of County Commissioners must approve and accept all grants awarded to the County.

- Upon Notification of Grant Award, it is the responsibility of the Project Director to submit the grant award to the County Coordinator in the form of an Agenda Request. To avoid any unnecessary delay, the Project Director should coordinate with the Office of Management and Budget to ensure new accounts have been established and a budget amendment has been prepared if needed.
- The County Coordinator will include the Request on the next Board of County Commissioners agenda. The Project Director should attend the scheduled meeting in case there are any questions regarding the grant.
- The Board of County Commissioners approves or denies acceptance of the grant award. If accepted and allowable by the awarding agency, the Board of County Commissioners also designates the County Coordinator to execute any documents and certifications required by the grant.
- The Grant Coordinator will establish the system to administer the grant and coordinate all parties to ensure grant compliance.

## GRANT FOLDER CONTENTS

In order to show compliance with grant conditions, for both internal and external review, the Grant Folder should contain all the associated documentation. The Grant Folder is prepared and maintained by the Grant Coordinator and should contain the following:

- Cover page listing the grant title, mailing address for the grant agency, contact person at the grant agency with phone and fax numbers, funding sources by amount and percentage, beginning and ending dates, grant identification number, CFDA # for federal grants or CSFA # for state grants, fund and department numbers assigned to the grant, project director and extension, brief description of the project, Board of County Commissioners approval date, any special conditions the grant requires, and report/reimbursement due dates
- Copy of the signed Grant Application
- Copy of the executed Grant Agreement (by both County and Grant Agency)
- Copy of signed amendments, if any, to the original Grant Agreement
- Copies of all correspondence, with the Project Director, Clerk Finance, & the Funding Agency summarizing important items discussed
- Copies of all reports and reimbursement requests, signed if appropriate, submitted to the Grant Agency and any supporting documents used to prepare the reports
- All internal or external monitoring reports and journal entry documentation
- Copies of the completed close out package and any supporting documents used to prepare the closeout

The Project Director should ensure all documentation is copied to the Grants Coordinator.

## MONITORING PROCEDURES

Once the grant has been approved by both the County and grant agency, the following monitoring requirements shall be followed:

### PROJECT DIRECTOR

- Conduct and document periodic monitoring of grant program activity.
- Conduct periodic monitoring of fiscal grant requirements.
- Conduct periodic monitoring of project status (i.e. % to completion) and timelines.
- Develop a contact at the grant agency to answer questions as they arise.

### GRANT COORDINATOR

- Prepare and maintain the grant folder.
- Post electronic copies of all documents to the County's Intranet site to provide access to a centralized location for grant information.
- Develop a system that identifies and tracks the reporting requirements of the grant.
- Develop a system that identifies and tracks, as appropriate, any specific tasks or special requirements contained in the grant.
- Develop a system that tracks all expenses accurately and in a timely manner.
- Review and assist the Project Director with reporting requirements.
- Monitor timeliness of grant reporting.

## ACCOUNTING AND REPORTING PROCEDURES

An important part of the success of the grant is the attention given to the paperwork generated by the grant.

### PROJECT DIRECTOR

- ▣ Conduct projects in accordance with grant parameters.
- ▣ Approve all requisitions, purchase orders, check requests, and other charges to the grant. Make copies as the grant progresses to avoid rush gathering of information at the end of the grant.
- ▣ Verify that items or services purchased with grant funds have been properly documented as required by the grant agency and County policy.
- ▣ Prepare all reports required by the grant agency.
- ▣ Provide the Grant Coordinator with all reports and documentation related to the grant.
- ▣ Maintain contact with grant agency.

### GRANT COORDINATOR

- ▣ Review and assist with reimbursement requests and verify amounts on the general ledger before sending to the Office of Management and Budget.
- ▣ Review and assist with any additional reports that go to the grant agency.
- ▣ Prepare a list of grant carryovers at year-end.
- ▣ Prepare a schedule of grant receivables at year-end.
- ▣ Review and assist with the Schedule of Federal and State Financial Assistance at year-end.

### OFFICE OF MANAGEMENT AND BUDGET

- ▣ Review all financial reports and requests for grant reimbursements.
- ▣ Review additional reports, as appropriate, considering the requirements of each grant.

### COUNTY COORDINATOR

- ▣ As designated by the Board of County Commissioners and to the extent allowable by the awarding agency, shall execute all documents and certification required by the grant.

## GRANT CLOSEOUT

The Project Director should review the grant closeout forms to see what type of information will be required at completion and be sure that the information on hand will provide the necessary data to complete the forms and ensure that deadlines are met.

Prior to completion of the project, the Project Director should provide the Grant Coordinator with the following items:

- ▣ Status of the expenditure accounts and projected variances, if any.
- ▣ Copies of canceled checks, purchase orders, invoices, etc. and any other documents required by the grant agency to demonstrate proper use of grant funds.
- ▣ Status of any matching fund requirements.
- ▣ A copy of the closeout reports that will be required by the grant agency and a timeline for completion.
- ▣ Any additional actions or assistance needed to ensure that the objectives of the grant are met by the close out date.

## SCHEDULE OF FEDERAL AND STATE FINANCIAL ASSISTANCE

The Schedule of Federal and State Assistance is prepared at year-end by the Clerk's Finance Department in conjunction with the annual audit. The Grant Coordinator will assist Clerk Finance with the Schedule of Assistance by providing the following information for each grant:

- Funding Agency and Program Title
- Account Number(s)
- Catalog of Federal Domestic Assistance # (CFDA #) or Catalog of State Financial Assistance # (CSFA #) - depending on whether federal or state dollars
- Contract # or Grant #
- Program Award Amount – total value of grant, not including County match
- Beginning Accrued Revenue – total amount of money spent but not received at the beginning of the fiscal year (accrued revenue from prior year end)
- Beginning Deferred Revenue – total amount of money received but not spent at the beginning of the fiscal year (deferred revenue from prior year end)
- Adjustments – total value of any adjustment made during the year
- Federal Funds Received – total value of federal funds received during the fiscal year
- State Funds Received – total value of state funds received during the fiscal year
- Total Received – sum of federal and state funds received during the fiscal year
- Expenditures – total value of expenditures during the fiscal year
- Ending Accrued Revenue – total amount of money spent but not received at fiscal year end (beginning accrued revenue + expenditures – total received)
- Ending Deferred Revenue – total amount of money received but not spent at fiscal year end (beginning deferred revenue – expenditures)
- Any other requested grant documentation needed to ensure successful reporting and auditing of the County's grants.

## NASSAU COUNTY GRANT APPLICATION CHECKLIST

Grant Title: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Department: \_\_\_\_\_

Match Amount: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Project Director: \_\_\_\_\_

**\*\*Each grant should flow through the following levels of review and approval. Date each step as completed.\*\***

Processing Checklist	
Date	Action Required
_____	Prepare Application
_____	Department Director Review
_____	Forward Application, Supporting Documents and this Checklist to Grant Coordinator
_____	Forward Application and Supporting Documents to Financial Management and Budget
_____	Forward Application and Supporting Documents to Office of Management and Budget Director
_____	Forward Application and Supporting Documents to County Coordinator for signature
_____	Return to Department Director for submission to agency

Notes

Grant Awarded	
Date	Action Required
_____	Award Notification Received
_____	Submit for BOCC Approval
_____	BOCC Approval / Denial (circle one)
_____	Sign Award/Acceptance and Submit
_____	Forward Award/Acceptance to Grant Coordinator
_____	Submission to agency

Grant Denied	
Date	Action Required
_____	Denial Notification Received
_____	Forward Denial Notification to Finance Director, County Coordinator, Grant Coordinator, Office of Management and Budget Director

**When all items on this checklist have been completed, please forward this document to Grant Coordinator**

**NASSAU COUNTY - Grant Folder Information Sheet**

Department: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grant Period: \_\_\_\_\_

BOCC Agenda Date: \_\_\_\_\_ BOCC Approval Date: \_\_\_\_\_

Contract #: \_\_\_\_\_ Grant Amount: \_\_\_\_\_

Local Match: \_\_\_\_\_

In-Kind: \_\_\_\_\_

Fund #: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Notice of Grant Award: \_\_\_\_\_

Funding Source: \_\_\_\_\_

☐ Federal – Direct ☐ Federal – Pass Through/SubGrant ☐ State of Florida

**If a Federal Grant:**

CFDA #: \_\_\_\_\_

Federal Agency: \_\_\_\_\_

State Agency (if applicable): \_\_\_\_\_

**If a State Grant:**

State Agency: \_\_\_\_\_

CSFA #: \_\_\_\_\_

Funding Contract Manager: \_\_\_\_\_

**Grant Info:** ☐ Cost Reimbursement ☐ Fixed Fee ☐ Unit of Service

Records Retention: \_\_\_\_\_

**Reporting Period Requirements:**

Quarterly: \_\_\_\_\_ Due: \_\_\_\_\_

Annually: \_\_\_\_\_ Due: \_\_\_\_\_

Close-Out Date: \_\_\_\_\_

Are funds required to be placed in an interest bearing account? Yes / No / N/A

Interest to be returned to grantor? Yes / No / N/A

**Nassau County Contact Information:**

Program/Project Manager \_\_\_\_\_ Phone# \_\_\_\_\_

Grant Account Number: \_\_\_\_\_ Project Code: \_\_\_\_\_