

Dave Piech, Chair
Robert Bender, Vice Chair

PPBEP Policy Board Agenda

July 28, 2021 at 1:30 p.m. CT

Santa Rosa Board of County Commissioners' Chambers

6495 Caroline Street, Milton, FL 32570

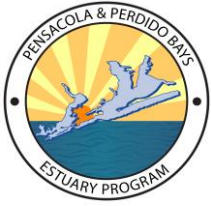
Call In: +1 (571) 317-3122 **Access Code:** 875-161-109

[GoToMeeting Link](#)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of May 26, 2021 Policy Board Minutes**
Recommend the Board approve the May 26, 2021 meeting minutes
- 4. Guest presentation: Mona Amodeo & Kris Poore of idgroup**
An update on PPBEP branding
- 5. Staff Updates**
 - a. Financial update
 - b. Human resources update
 - c. Technical update
 - i. CCMP
 - ii. NCCA/NWCA
 - iii. Oyster mapping
 - d. Outreach update
 - i. Community Grants update
 - ii. National Estuaries Week
 - iii. Public events summary
- 6. Discussion Items**
 - a. PPBEP & Mobile Bay NEP boundary
 - b. PPBEP Committee structure
- 7. Action Items**
 - a. Adopt updated PPBEP bylaws
Recommend Board approve updated bylaws with changes to Sections 5.3 & 5.4
 - b. Appoint Finance Sub-Committee
Identify subcommittee members and appoint subcommittee membership
 - c. Approve EPA grant update, pending review by Finance Sub-Committee
Recommend approval of update to budget, scope, and request for extension
 - d. Adopt PPBEP Community Grant 2021 /22 selection process
Recommend Board approve selection process
- 8. Committee Updates**
 - a. Technical Committee update
 - b. Oyster Sub-Committee update
 - c. Education Committee update
 - d. Business Partnership Committee update



If you have any questions concerning the meeting, please contact PPBEP at 850-595-1479. The public is invited to attend. Please notify staff 48 hours in advance if special accommodations are needed with regard to the Americans with Disabilities Act.



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- 9. Policy Board/Agency Updates**
- 10. Public Comment**
- 11. Adjourn**



If you have any questions concerning the meeting, please contact PPBEP at 850-595-1479. The public is invited to attend. Please notify staff 48 hours in advance if special accommodations are needed with regard to the Americans with Disabilities Act.



Dave Piech, Chair
Robert Bender, Vice Chair

PPBEP Policy Board Minutes

May 26, 2021 at 1:30 p.m. CT
Orange Beach Council Chambers

[Recording Link](#)

Members Present

David Piech	Santa Rosa County
Robert Bender	Escambia County
Doug Underhill	Escambia County
Woody Speed	City of Orange Beach
Benjamin Boutwell	Town of Century
Shannon Rice	City of Milton
Mike Norberg	Okaloosa County
Dan Dealy, proxy	Baldwin County
Ann Hill, ph.	City of Pensacola
Bob Cole, ph.	Santa Rosa County

Members Absent

J.B. Schluter	City of Gulf Breeze
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Agencies and Interested Parties Present

Donald Killorn	PPBEP
Logan McDonald	PPBEP
Whitney Scheffel	PPBEP
Emerson Cheney	PPBEP
Chris Verlinde	UF/IFAS Santa Rosa
Chips Kirschenfeld	Escambia County
Samantha Bolduc	Escambia County
Matt Posner	Escambia County/PPBEP
Brent Wipf	Escambia County
Barbara Albrecht	BFA/UWF/PWA
Caitlin Crocker	UF
Jessica Bibza	NWF
Kristin Bennett	TetraTech
Marcy Frick	TetraTech
Louviminda Donado	FDOH
Matt Wachob	UF
Naisy Dolar	Santa Rosa County
Tanya Linzy	Santa Rosa County
Shelley Alexander	Santa Rosa County
Paul Looney	WRA Engineering
Darryl Boudreau	NWFWMD
Ashley Campbell	Baldwin County

1. Call to Order

2. Roll Call

3. Approval of March 31, 2021 Policy Board Minutes

Mayor Boutwell made a motion to approve the March 31, 2021 meeting minutes. Commissioner Bender seconded the motion. The motion passed unanimously.

4. Staff Updates

a. Financial update

- The Estuary Program continues to run under budget.
- The Program has spent 45% of its annual budget for FY 2021. PPBEP Executive Director, Donald Killorn, stated that the Estuary Program is in stable financial condition and will employ the help of a finance sub-committee to ensure that all funds are spent prior to the December 2022 deadline.

b. Human resources update

- The Environmental Science position is expected to be posted during the week of May 31, 2021 following final approval by Escambia County HR.
- The Community Outreach Assistant position is in the “class and compensation” stage at Escambia County HR. PPBEP staff expects that position to be posted in a few weeks.
- Each new position will be open for 30 days. Program staff will then review application materials, conduct interviews, and proceed with the selection process.

c. Project update

i. CCMP

- PPBEP Senior Scientist, Whitney Scheffel, shared an update on CCMP development.
- An initial draft of the CCMP will be presented in September for committee feedback. Program staff will coordinate with existing partners in an effort to align the CCMP with information gathered during workshops and meetings.
- The Policy Board held general discussion concerning the timeline of CCMP development moving forward.

ii. State appropriation

- The 2020-2021 state appropriation funded 10 projects as part of the Program’s inaugural Community Grant Program. In addition, the funding supported two baseline environmental condition assessments, National Coastal Condition Assessment (NCCA) & the National Wetland Condition Assessment (NWCA). Mrs. Scheffel and program partners (EPA, Escambia County, FWC, UWF) will be conducting surveys this summer (May – June). Data from these efforts will inform the PPBEP “State of the Bays” report and will support the actions and objectives highlighted in the CCMP action plan.
- A \$250,000 state appropriation is awaiting the governor’s approval which is expected by June 30th (*since received Governor’s approval*). The 2021 Florida state appropriation is expected to support another year of the Community Grant Program.

iii. Trash Free Waters

- PPBEP Volunteer Coordinator, Emerson Cheney, shared that the Program’s Trash Free Waters project is underway with an initial cleanup scheduled for Saturday, June 19th at 9:00 AM at Lexington Terrace Park (**since postponed to Saturday, July 31st due to storms*).
- Anyone interested in participating in the cleanup event is encouraged to join program staff and partners at the event. Those who are interested, please contact Emerson Cheney, edcheney@myescambia.com, for more information, or visit the PPBEP

website at <https://www.ppbeb.org/get-involved>.

- Program staff made the Board aware that Escambia County had hesitations about the ability for minors to participate in the cleanup event from a liability standpoint. Escambia County commissioners encouraged staff to continue to coordinate with the risk management department to allow students to get involved in the project.

d. Outreach update

i. Public events summary

- Community Outreach Coordinator, Logan McDonald, spoke to the board about recent and upcoming community outreach events.

ii. Community values survey

- Logan McDonald shared preliminary results from the community values survey.
- Once finalized, the final survey report will be shared with Board members and community stakeholders.

e. Bayou Marcus Creek/Perdido Bay Update

- Logan McDonald presented an update on the Bayou Marcus sanitary sewage overflow (SSO). PPBEP staff worked to ensure that data from the event was made public and plan to coordinate with ECUA, DEP, ADOH, and FDOH to establish a data pathway so that critical information from emergency response events can be quickly acquired and effectively shared with the public in a timely and consistent manner.

5. Action Items

a. Establish PPBEP Finance Committee

- Donald Killorn gave the board an overview of the structure and duties of the proposed Finance Sub-Committee that will help revise and oversee the budget of the Program's EPA grant.
- As per board discussion, the Finance Sub-Committee will be a standing sub-committee of the Policy Board comprised of interested members of the Policy Board with additional external members added by invitation and a minimum total of five (5) members. The Executive Director will be an advisor, but not a member, of the sub-committee. The chair will be a member of the Policy Board.
- Commissioner Underhill made a motion to establish the PPBEP Finance Sub-Committee according to the modifications made by Chair Piech. Commissioner Bender seconded the motion and the motion passed unanimously.
- The Board instructed PPBEP staff to present a revision to the by-laws to allow the establishment of the sub-committee at the next Policy Board meeting.

6. Discussion Items

a. PPBEP office space update

- Donald Killorn gave a summary of the progress that has been made to acquire a lease for office space for Estuary Program operations.
- The Policy Board discussed general office leasing considerations and Councilwoman Shannon Rice offered feedback as a leasing expert.
- Dan Dealy made a motion to authorize the Executive Director to establish a leasing agreement with necessary office expenses that are not to exceed \$7,000 per month. Commissioner Bender seconded the motion and the motion passed unanimously.

b. PPBEP insurance coverage update

- PPBEP will continue to pursue insurance coverage if office space is secured. Commissioner Bender will continue to assist the Program in identifying adequate coverage.

c. Oyster Sub-Committee Overview

- Donald Killorn shared an overview of the Oyster Sub-Committee that was previously requested by the Board.

d. Youth Advisory Committee

- PPBEP plans to explore opportunities to establish a future Youth Advisory Committee to support and advise the Program.

7. Committee Updates

a. Technical Committee update

- Jessica Bibza, NWF, shared a Technical Committee (TC) meeting update.
- TC members reviewed workshop outputs that Program staff conducted in partnership with UF/UWF partners from Feb - April that will be incorporated into the CCMP Action Plan.
- Kate Dawson, Moffat and Nichol, presented an update on the Lower Perdido Islands Restoration project and shared the fact that they are still in the process of conducting assessments and receiving public input to further inform the management plan.
- Ashley Campbell, Baldwin County, presented on updates on watershed planning and shared a video produced by Mobile Bay NEP and partners on successful sediment remediation projects completed in the D'Olive Bay watershed.

b. Education Committee update

- The next regular committee meeting will be held in July. The committee is working to develop a watershed tour project and community engagement events for National Estuaries Week (September).

c. Business Partnership Committee update

- Donald Killorn asked board members to provide names of business leaders that could be engaged through the Program's Business Partnership Committee.

8. Policy Board/Agency Updates

9. Public Comment

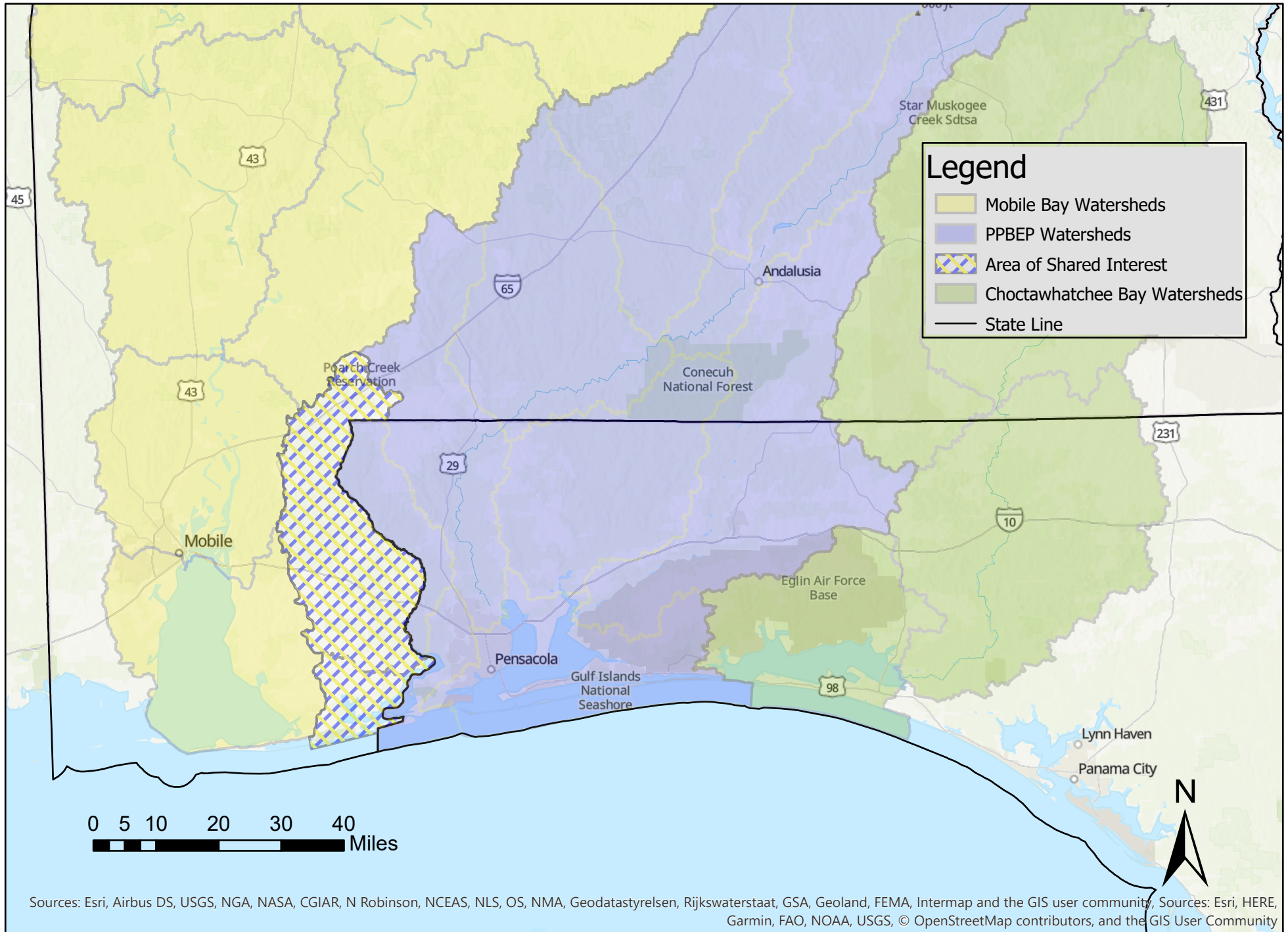
10. Adjourn

PPBEP - EPA grant financial update

7/22/2021

1st Quarter				2nd Quarter				3rd Quarter				Annual Total			
October - December 2020				January - March 2021				April - June 2021				FY 2020-2021			
	Budget	Spent	Surplus		Budget	Spent	Surplus		Budget	Spent	Surplus		Budget	Spent	Surplus
Total	\$148,250	\$55,176	\$93,074		\$148,250	\$92,881	\$55,369		\$148,250	\$96,763	\$51,487		\$589,500	\$244,821	\$344,679
Personnel															
> Salaries & Wages	\$77,875	\$34,505	\$43,370		\$77,875	\$65,811	\$12,064		\$77,875	\$54,351	\$23,524		\$311,500	\$154,667	\$156,833
> Fringe Benefits	\$28,125	\$13,658	\$14,467		\$28,125	\$24,010	\$4,115		\$28,125	\$19,967	\$8,158		\$109,000	\$57,635	\$51,365
> Indirect Charges	\$10,500	\$0	\$10,500		\$10,500	\$0	\$10,500		\$10,500	\$9,499	\$1,001		\$42,000	\$9,499	\$0
Total Personnel	\$116,500	\$48,163	\$68,337		\$116,500	\$89,821	\$26,679		\$116,500	\$83,817	\$32,683		\$462,500	\$221,801	\$240,699
Operating Expenses															
> Professional Services	\$4,250	\$0	\$4,250		\$4,250	\$0	\$4,250		\$4,250	\$0	\$4,250		\$17,000	\$0	\$17,000
> Other Contractual Services	\$10,000	\$1,500	\$8,500		\$10,000	\$458	\$9,542		\$10,000	\$11,122	-\$1,122		\$40,000	\$13,080	\$26,920
> Travel & Per diem	\$3,000	\$465	\$2,535		\$3,000	\$0	\$3,000		\$3,000	\$205	\$2,795		\$12,000	\$670	\$11,330
> Postage & Freight	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
> Rentals & Lease	\$9,000	\$0	\$9,000		\$9,000	\$0	\$9,000		\$9,000	\$0	\$9,000		\$36,000	\$0	\$36,000
> Utilities (incl. internet)	\$0	\$0	\$0		\$0	\$131	-\$131		\$0	\$106	-\$106		\$0	\$237	-\$237
> Printing & Binding	\$750	\$0	\$750		\$750	\$39	\$711		\$750	\$150	\$600		\$3,000	\$189	\$2,811
> Operating Supplies	\$750	\$5,048	-\$4,298		\$750	\$2,432	-\$1,682		\$750	\$1,363	-\$613		\$3,000	\$8,844	-\$5,844
Total Operating Expenses	\$27,750	\$7,013	\$20,737		\$27,750	\$3,061	\$24,689		\$27,750	\$12,946	\$14,804		\$111,000	\$23,020	\$87,980
Capital Outlay															
> Machinery & Equipment	\$4,000	\$0	\$4,000		\$4,000	\$0	\$4,000		\$4,000	\$0	\$4,000		\$16,000	\$0	\$16,000
Total Capital Outlay	\$4,000	\$0	\$4,000		\$4,000	\$0	\$4,000		\$4,000	\$0	\$4,000		\$16,000	\$0	\$16,000
Total	\$148,250	\$55,176	\$93,074		\$148,250	\$92,881	\$55,369		\$148,250	\$96,763	\$51,487		\$589,500	\$244,821	\$344,679

PPBEP & Mobile Bay NEP



**BYLAWS
OF
PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM**

**ARTICLE ONE
OFFICE**

The Pensacola and Perdido Bays Estuary Program (PPBEP) shall maintain its principal office in the County of Escambia or the County of Santa Rosa, State of Florida at such place as may be determined from time to time by the Policy Board (the Board).

**ARTICLE TWO
PURPOSE**

The primary purpose of the PPBEP will be the development and implementation of a Comprehensive Conservation and Management Plan (CCMP) for the Pensacola Bay System and the Perdido Bay System and the associated watersheds to achieve the following outcomes:

- a) Water quality improvement;
- b) Restoration and conservation of habitat;
- c) Healthy ecosystems that support wildlife and fisheries;
- d) Improve surface and groundwater quality and quantity, and flood control;
- e) Enhance community resilience; and
- f) Revitalize the coastal economy.

**ARTICLE THREE
POLICY BOARD**

3.1 Powers. All PPBEP powers shall be exercised by or under the authority of the Policy Board, and the business and affairs of the PPBEP shall be managed under the direction of the Policy Board.

3.2 Membership and Term. The directors of the Policy Board shall be appointed by the parties to the *Pensacola and Perdido Bays Estuary Program Interlocal Agreement*. Escambia County and Santa Rosa County shall each appoint and be represented by two (2) directors and all other parties shall appoint and be represented by one (1) director. Each party shall also appoint an alternate director to serve when the primary director is unavailable. Whenever a vacancy occurs on the Policy Board, the appointing party shall fill the vacancy by appointing a successor director. Any party may, at any time, appoint a new director or alternate director upon providing written notice to the Chair of the Policy Board. All directors shall serve at the pleasure of the respective appointing party unless or until replaced at the sole discretion of the appointing party.

3.3 Officers. The officers of the Policy Board shall consist of a Chair and a Vice-Chair. The officers of the Policy Board shall have the following duties:

(a) Chair. The Chair of the Policy Board shall preside at all meetings of the Policy Board and perform such other duties prescribed in these Bylaws or assigned by the Board; and

(b) Vice-Chair. The Vice-Chair of the Policy Board shall, in the absence of the Chair, perform the duties of the Chair as well as any other duties assigned by the Chair or Policy Board.

3.4 Election and Tenure of Officers. Officers will be elected in January of each calendar year and serve a one (1) year term. Officers may be re-elected to multiple terms. Officers may be elected by a simple majority vote of the Policy Board.

3.5 Removal of Officers. Any officer may be removed from office prior to the expiration of his or her term by a simple majority vote of the Policy Board whenever, in the Board's judgment, the best interests of the PPBEP will be served thereby. Newly elected officers will not be subject to removal until after serving in office for two regularly-scheduled Board meetings.

3.6 Vacancies. Whenever a vacancy in any elected office exists due to death, resignation, or removal, the Policy Board shall fill the vacancy by electing a successor by a simple majority vote for the unexpired term of the predecessor. Officers resigning from their position prior to the expiration of their one-year term must provide written notification to the Board.

3.7 Compensation. All directors of the Policy Board shall serve without compensation.

3.8 Executive Director. The Policy Board shall appoint and exercise supervisory authority over the Executive Director. The Policy Board shall conduct the Executive Director's performance review on an annual basis and establish compensation. The Executive Director shall carry out policy as established by the Policy Board and shall also perform the duties associated with the day-to-day, general management of the affairs of the PPBEP, including acceptance of service of process.

ARTICLE FOUR **BOARD MEETINGS**

4.1 Sunshine Law. The PPBEP shall be subject to and all meetings of the Policy Board shall be conducted in compliance with the requirements of Florida's Sunshine Law and the Florida Public Records Act.

4.2 Regular Meetings. The Policy Board shall convene not less than quarterly with a minimum of four (4) regular meetings each calendar year. A schedule of each year's regular meetings shall be distributed to all Board members in January of each calendar year.

4.3 Special Meetings. The Chair of the Policy Board may call a special meeting of the Policy Board upon his or her initiative or upon the request of any three Board members. The meeting will be scheduled as soon as practicable.

4.4 Notice of Meeting. Notice of all regular and special meetings of the Policy Board and the time and location of each meeting will be timely published to the public.

4.5 Agenda. The PPBEP Executive Director shall, after consultation with the Chair, prepare an agenda for each meeting. The agenda and any related materials shall be distributed by e-mail to each board member not less than seven (7) days before the meeting.

4.6 Quorum. A quorum of the Policy Board shall be a majority of the Policy Board directors.

4.7 Voting Rights. Each member of the Policy Board who is present or in attendance at any meeting of the Board shall be entitled to one (1) vote on each matter submitted to a vote of the members.

4.8 Action of the Board. Action by the Policy Board shall only be taken at meetings where a quorum is present. Unless otherwise specified herein, such action shall be by a majority vote of those present.

4.9 Rules of Procedure. The Policy Board shall conduct all meetings in accordance with the Rules of Parliamentary Procedure as set forth in the current edition of Robert's Rules of Order, except to the extent any such provision is in conflict with these Bylaws or the terms of the *Pensacola and Perdido Bays Estuary Program Interlocal Agreement*.

ARTICLE FIVE **COMMITTEES**

5.1 Standing Committees. The Technical Committee, the Community Committee, the Education Committee, and the Business Partnership Committee shall be established upon direction of the Policy Board to serve in a fact-finding capacity or to conduct programmatic activities as directed by the Policy Board.

5.2 Advisory Committees. The Policy Board may, upon a majority vote of the members present, direct any Committee to serve in an advisory capacity, in which case the Committee and its meetings will be governed by the requirements of Florida's Sunshine Law.

5.3 Additional Committees. The Policy Board may, upon a majority vote of the members present, create or abolish such additional Committees as it deems necessary, including subcommittees of the Policy Board.

5.4 Membership and Term. Membership of the Committees is open to all interested stakeholders without term limits unless otherwise defined by the Policy Board.

5.5 Officers. The officers of each Committee shall consist of a Chair and a Vice-Chair. The officers of each Committee shall have the following duties:

(a) Chair. The Chair of each Committee shall preside at all meetings of the Committee and perform such other duties prescribed in these Bylaws or assigned by the Executive Director, Committee, or Policy Board; and

(b) Vice-Chair. The Vice-Chair of each Committee shall, in the absence of the Chair, perform the duties of the Chair as well as any other duties assigned by the Chair, Executive Director, Committee, or Policy Board.

5.6 Election and Tenure of Officers. Officers will be elected in January of each calendar year and serve a one (1) year term. Officers may be re-elected to multiple terms. Officers may be elected by a simple majority vote of the Committee.

5.7 Removal of Officers. Any officer may be removed from office prior to the expiration of his or her term by a simple majority vote of the Committee whenever, in the Committee's judgment, the best interests of the PPBEP will be served thereby. Newly elected officers will not be subject to removal until after serving in office for two regularly-scheduled Committee meetings.

5.8 Vacancies. Whenever a vacancy in any elected office exists due to death, resignation, or removal, the Committee shall fill the vacancy by electing a successor by a simple majority vote for the unexpired term of the predecessor. Officers resigning from their position prior to the expiration of their one-year term must provide written notification to the Committee.

5.9 Compensation. All Committee members shall serve without compensation.

ARTICLE SIX **CONFLICT OF INTEREST**

6.1 Voting Conflicts. All Board members shall be held to the standards set forth in Section 112.3143, Fla. Stat., as it may be amended from time to time, as those sections apply to appointed public officers.

6.2 Financial Disclosure. Each Policy Board member and the Executive Director shall file a disclosure of financial interests in accordance with the provisions of Sections 112.3144 and 112.3145, Florida Statutes.

ARTICLE SEVEN **BUDGET**

On or before September 1st of each year, the Board shall approve an annual budget for the upcoming fiscal year. Contributions recommended from each party shall be determined by a super-majority vote of the members present.

ARTICLE EIGHT **ANNUAL AUDIT**

Upon approval by the Policy Board, the PPBEP shall cause to be prepared an annual audit of its financial statements and provide the audited annual financial statements to each Policy Board member upon completion of the audit.

ARTICLE NINE

AMENDMENTS TO BYLAWS

9.1 Amendment or Repeal of Bylaws. The Policy Board may amend or repeal these Bylaws by super-majority vote of the members present, provided that any such amendment or repeal will not become effective until the next regularly scheduled meeting of the Policy Board.

9.2 Writing. The Bylaws and any amendments thereto shall be memorialized in writing, either by reproduction as amended or by attachment.

ARTICLE TEN **FISCAL YEAR**

The fiscal year of the PPBEP shall commence on the first day of October and end on the last day of September.

POLICY BOARD CHAIR'S CERTIFICATE

THIS IS TO CERTIFY that I am the Chair of the Policy Board of the PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM, and the foregoing Bylaws of said PPBEP were duly amended by the Policy Board of the PPBEP at a meeting of said Policy Board held on July 28, 2021.

IN WITNESS WHEREOF, I have affixed my signature this _____ day of _____, 2020.

SIGNATURE: _____

NAME PRINTED: Dave Piech

TITLE: PPBEP Chairman

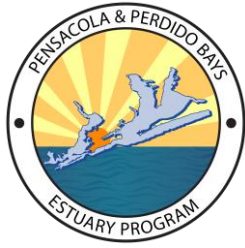
HISTORY OF BYLAWS

The initial Bylaws of the PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM, were first adopted on November 14, 2018.

Amendments made subsequent to November 14, 2018, should be listed below.

AMENDMENTS

<u>CHANGE NUMBER</u>	<u>DATE OF ADOPTION</u>	<u>BY WHOM ADOPTED</u>	<u>SECTIONS AMENDED</u>
1	January 16, 2020	Policy Board	5.1
<u>2</u>	<u>July 28, 2021</u>	<u>Policy Board</u>	<u>5.3 & 5.4</u>



Pensacola and Perdido Bays Estuary Program

Finance Subcommittee Overview

Goal:

The goal of the PPBEP Finance Subcommittee is to facilitate increased engagement of the PPBEP Policy Board in the sustainable financial management of the organization.

Structure:

- A standing subcommittee of the PPBEP Policy Board, with meetings scheduled as necessary and held in compliance with Florida's 'Sunshine Laws'
- Subcommittee Chair is a member of the PPBEP Policy Board
- Subcommittee membership is made up of interested members of PPBEP Policy Board with external members added by invitation from the Policy Board
- Finance subcommittee will have a minimum of five (5) total members

Tasks:

- Review structure and content of organization's annual budget and financial reporting
- Work with Executive Director to prepare amendment to \$2,000,000 EPA grant budget
- Provide input and review of organization's Finance and Implementation Strategy

Deliverables:

- Present an annual budget for the organization and the results of any external audits
- Provide an annual report on the organization's Finance and Implementation Strategy
- Provide regular reports as necessary regarding the organization's finances and budgets

Oversight:

- The Finance Committee will report to the Policy Board which will maintain oversight

Escambia County Attorney:

"It is my opinion that the PPBEP could have a finance subcommittee. Any such subcommittee would be required to follow the Sunshine Law. However, financial decisions or other actions of the subcommittee would need to be adopted by the PPBEP as a whole to be actions of the PPBEP."

Pensacola and Perdido Bays Estuary Program (PPBEP)

1.0 Proposal Information Page

Applicant Information:

Escambia County
Natural Resources Management Department
221 Palafox Place, Pensacola, FL 32502
J. Taylor “Chips” Kirschenfeld, Director,
850-595-1630, jtkirsche@myescambia.com
DUNS number: 075079673

Total Project Cost: \$2,000,000

HUC Waterbodies:

Pensacola Bay: 03140103-03140105 (7,208 sq km)
Perdido Bay: 03140106-03140107 (3,142 sq km)
Escambia Bay: 03140301-03140305 (10,992 sq km)

Project period: 08/01/18 – 07/31/2022

Project Description: This proposed project will develop and provide a progressive management plan for the Pensacola and Perdido Bays Estuary Program (PPBEP), encompassing three of the six Bays named in the USEPA Request for Proposals (RFP): Pensacola, Escambia, and Perdido Bays. Key components of the project are to establish an independent estuary program office administratively supported by Escambia County; hire a Program Director and key staff; develop the Management Conference comprised of a Policy Board as well as Technical, Community, Education, and Economic Advisory Committees; determine stressors; conduct initial outreach activities; and develop and adopt a Comprehensive Conservation and Management Plan (CCMP) supported by both the community and best available science.

EPA Strategic Goal: Core Mission – Provide for Clean and Safe Water

Pensacola Bay and Perdido Bay are two of the most environmentally and economically important estuaries in Northwest Florida. For over 50 years, partners in these watersheds have conducted extensive monitoring and research studies documenting water quality impairments and their causes. These efforts have led to the development of a number of watershed management and restoration plans (Appendix F) with recommendations for implementing remedial action, including the *Pensacola Bay Watershed Management Plan* (Bay Area Resource Council [BARC], 2005), *Pensacola & Perdido Bay System Surface Water Improvement and Management (SWIM) Plans* (Northwest Florida Water Management District, 1997, 2011, both currently being updated), *Bayou Chico Basin Management Action Plan* (Florida Department of Environmental Protection, 2011), *Perdido Ecosystem Management Strategies* (FDEP, 1998), and the *Environmental Quality of the Pensacola Bay System* (Lewis et al., 2016).

Development of an Estuary Program for Pensacola, Perdido and Escambia Bays will greatly enhance and expand this work by leveraging and coordinating these efforts that, together, will support progress toward *USEPA Strategic Plan* through the outcomes discussed in this proposal.

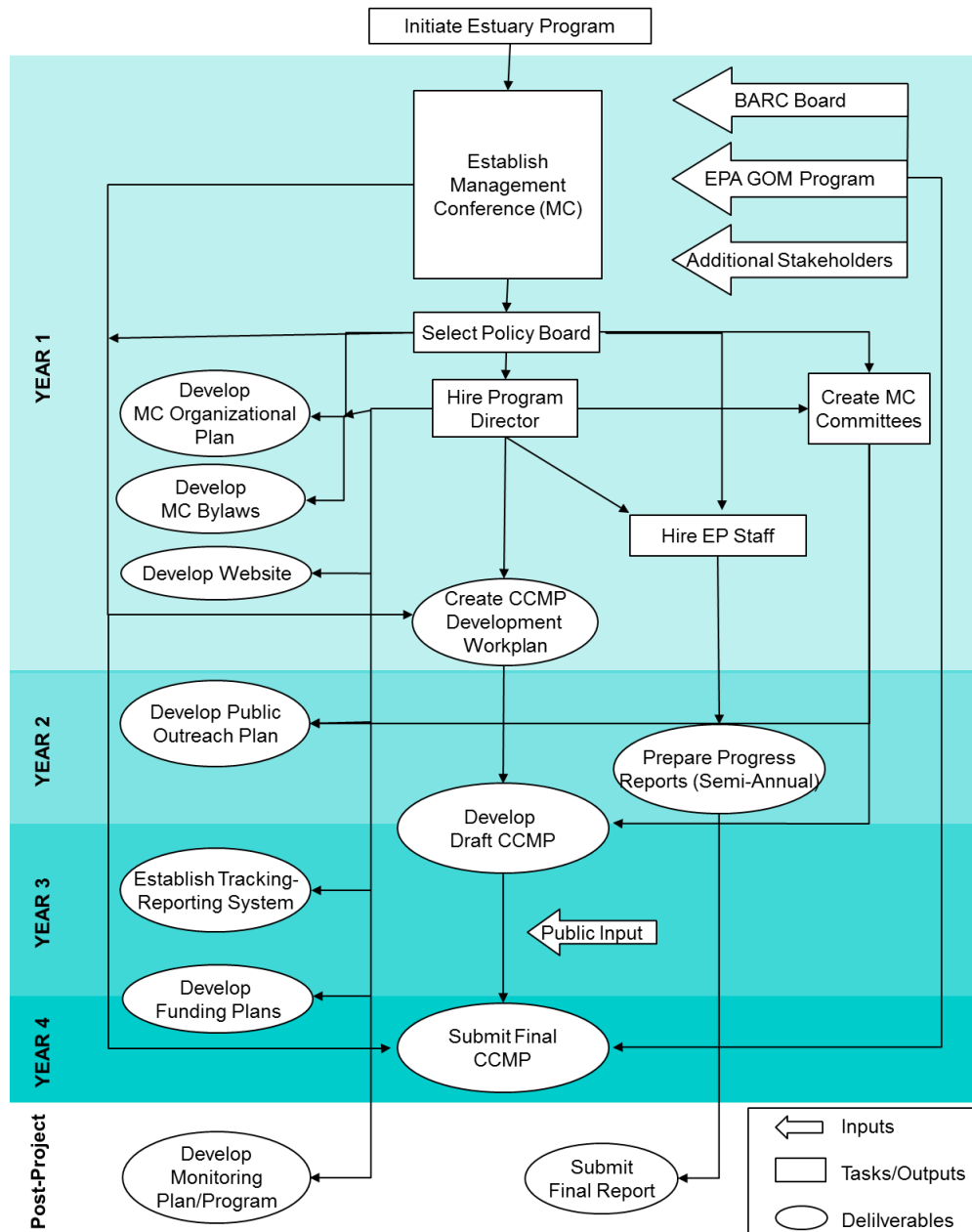


The PPBEP, compared to other Northwest Florida Estuaries, would contribute the most progress towards USEPA’s *Strategic Plan* goals, representing the:

- Most polluted bays in Northwest Florida (Section 2.1.4)
- Most impacted areas from the Deepwater Horizon Oil Spill with 97% of the oil impacts (Section 2.1.4)
- Watersheds with the most at stake economically (Section 2.1.4)
- Only estuaries with the potential for collaboration with a neighboring National Estuary Program (NEP) (Appendix C, Mobile Bay NEP Letter of Support)

Place of Performance: This project will be performed in the Pensacola and Perdido Bay estuaries, with the Pensacola Bay estuary including Escambia, Blackwater, and East Bays. These estuaries are located within Escambia, Santa Rosa and Okaloosa Counties (Florida) and Baldwin County (Alabama) (Appendix B, Map).

The PPBEP will expand, enhance, and integrate the knowledge and expertise provided by the partnerships created 30 years ago by the Bay Area Resource Council (BARC) and its stakeholders who represent a wide variety of government, academic, business, industrial, military, environmental, and socioeconomic groups. This foundational program will enable the PPBEP to gain early momentum and rapidly improve watershed protection and environmental quality. Figure 1 depicts an overview of the project approach and general timeline.



2.1.1 Establish Management Conference

The PPBEP Management Conference will be developed according to guidelines provided in Section 320 of the Clean Water Act for the National Estuary Program. It will be comprised of a Policy Board to serve as Top Level Organizational Unit (TLOU) and four Advisory Committees (Technical, Community, Education, and Economic). Development of the Management Conference committee organization and structure will benefit from the experience of other successful Estuary Programs by following their functional organizations, while starting with a basic structure and building out as the program progresses.

The BARC Board has already had extensive and meaningful conversations and meetings with the Mobile Bay NEP, Tampa Bay NEP and the Indian River Lagoon NEP. The Policy Board will be the decision-making body that will select the Program Director and members of the Advisory Committees. The core of the Policy Board will initially be comprised of the current BARC Board which includes local elected officials from Santa Rosa County, Escambia County, City of Gulf Breeze, City of Milton, and City of Pensacola. These members will identify additional Policy Board members from local, state, federal, and business decision-making organizations within the Estuary Program area (Table 1).

The BARC is well-positioned to establish a diverse and effective Management Conference. With a 30-year history of financial support, the BARC has well-established working relationships, institutional knowledge, and organizational commitments, all of which will enable a rapid start-up of the Management Conference development process. Several potential Policy Board members from the Perdido Bay watershed in Alabama have already expressed interest in serving if PPBEP is selected and funded.

The PPBEP will have the greatest potential for success and provide the greatest return on investment by leveraging:

- The total combined BP Oil Spill funds of \$137,519,420 that have already been committed to Escambia and Santa Rosa Counties (Section 2.3)
- The experience and success of the Bay Area Resource Council (BARC) which has operated a local intergovernmental program for 30 years (Section 2.1.1)
- The research capabilities of the USEPA Gulf Breeze ORD Laboratory
- 45 years of environmental monitoring history by the Bream Fisherman Association (Section 2.1.5)
- Watershed plans previously prepared by USEPA, NFWMD, TNC, FDEP, UWF, and BARC (Section 2.1.6, 2.1.7, Appendix F)
- Long-term local government commitment as demonstrated by 30 years of continuous funding support for BARC (Section 2.3)
- Long-term funding contributions from major committed business and industry partners. (Section 2.3).

Table 1: Potential Candidates for Management Conference

Potential Candidates for Policy Board		
Federal Government	State/Regional Government	Local Government
<ul style="list-style-type: none"> • USEPA GOM Program • Gulf Islands National Seashore • National Oceanic and Atmospheric Administration • US Army Corps of Engineers • US Fish and Wildlife Service • National Marine Fisheries Service 	<ul style="list-style-type: none"> • Florida Fish & Wildlife Conservation Commission** • Florida Department of Environmental Protection • Florida Department of Health • Northwest Florida Water Management District • Alabama Department of Conservation & Natural Resources • Alabama Department of Environmental Management 	<ul style="list-style-type: none"> • Escambia County, FL* • Santa Rosa County, FL * • City of Pensacola, FL * • City of Gulf Breeze, FL * • City of Milton, FL * • Emerald Coast Utilities Authority, FL ** • Baldwin County, AL • Okaloosa County, FL • City of Crestview, FL • Orange Beach, AL • Town of Century, FL • Town of Jay, FL

Table 1: Potential Candidates for Management Conference, continued			
Potential Candidates for Advisory Committees			
Economic	Technical	Community	Education
<ul style="list-style-type: none">• Chambers of Commerce• FloridaWest• Health Care• Local Businesses• Realtors/Builders• Tourism Promotion Groups• UWF Office of Economic Development & Engagement	<ul style="list-style-type: none">• USEPA ORD**• City & County Departments**• Citizen Science Groups (Bream Fishermen Association**)• Environmental Consultants**• Environmental NGOs**• University Florida, Milton**• University of West Florida**• Auburn University, AL• Dauphin Island Sea Lab, AL• Gulf Coast Marine Fish Hatchery• Institute for Human & Machine Cognition• State Agencies: FFS, FDACS, NFWFMD, DOH, FDEP	<ul style="list-style-type: none">• Local NGO Groups**• West Florida Regional Planning Council**• Eglin Air Force Base• Faith-based Organizations• Friends Groups• Interested Citizens• Keep Pensacola Beautiful• League of Women Voters• NAACP• Naval Air Station Pensacola & Whiting Field• Sportsmen Groups• Tribes	<ul style="list-style-type: none">• UF IFAS/Sea Grant Agents**• University of West Florida**• Pensacola State College• Studer Community Institute• Washington High School and other K-12 Teachers
*Current BARC Board Member		**Current BARC TAC Participant	
Appendix F for explanation of abbreviations			

The current BARC Board is comprised of elected officials from 5 local governments. The BARC Technical Advisory Committee (TAC) is comprised of scientists, resource managers, policy and planning specialists from local municipalities, counties, agencies (i.e., USEPA), utilities, industry, academia, NGOs, and environmental consulting firms. The current BARC TAC will form the core of the PPBEP Technical Advisory Committee with additional members to be selected by the Program Director and Policy Board. Examples of organizations from which TAC members may be drawn are shown in Table 1 above. Membership of the Economic, Education and Community Advisory Committees, which will also be appointed by the Program Director and Policy Board, will be selected from organizations such as those listed in Table 1. Examples of BARC documents from the past 30 years (including bylaws, agendas from BARC Environmental Symposia, meeting minutes, and Membership Lists) are available upon request. In addition to the Policy Board and Advisory Committees, PPBEP will also be partnering with other relevant entities, as described in Section 2.1.5 on page 5.

2.1.2 Hire Program Director. The initial task of the Policy Board will be to hire the PPBEP Program Director. The Policy Board will select an exceptionally talented individual who is results-driven, has experience in natural resource management and restoration, and demonstrates evidence of team-building, fundraising, and exceptional writing and oral communication skills. With this combination, the Program Director will enable the PPBEP to quickly build coalitions to attract talented individuals for collaboration to develop goals, action plans, and lead the development of an effective CCMP. The Program Director, along with the Senior Scientist, will be the primary authors of the CCMP. Additional duties of the Program Director will include coalition-building and fundraising. A job description defining detailed duties and qualifications for the Program Director is attached (Appendix D). Several experienced and capable candidates from Northwest Florida, as well as from established NEPs, have expressed interest in the Program Director position.

2.1.3 Timeline

Figure 2 below provides an overview of the project timeline.

Pensacola and Perdido Bays Estuary Program (PPBEP)

Figure 2: Timeline Overview

Time Period		Technical Characterization								Base Program Analysis			Characterization, Goals, & Strategies					Monitoring Program								Internal Review & CCMP						
Year	Month	Lit Review & Synthesis	ID Priority Stressors & Indicators	ID Root Causes	ID Estuary Values/Uses	Define Prelim. Program Goals	Data Gap Analysis	Status & Trends of the Estuary	ID Early Action Projects	ID State, Fed, Local Org.	Assess Existing Programs	ID Changes to Improve Program	Summary of Characterization	Environmental Quality Goals/Objectives	Education & Outreach Strategy	Oyster Documentary	Business Partnerships Strategy	Inventory Monitoring Programs	Measurable Indicator Selection	Seagrass Monitoring	Seagrass Mapping using Aerial Imagery	Bays, Bayous, and Sounds Monitoring	Freshwater Quality Assessment	ID Agency and Citizen Science Roles	Draft Monitoring Program Strategy	Action Plan	Finance & Implementation Strategy	*Federal Consistency Review	Draft CCMP	Final CCMP		
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Pensacola and Perdido Bays Estuary Program (PPBEP)

2.1.4 Benefits to the public and audiences served. Pensacola and Perdido Bays experienced the greatest harm of all Florida coastal areas due to the Deepwater Horizon Oil Spill, receiving 97% of shoreline oiling in the State of Florida, and it has a 100+ year history of more extensive urbanization and anthropogenic pollution than other Northwest Florida estuaries. Consequently, these bays have the greatest potential to benefit from the creation of an Estuary Program. It has been estimated that the value of the ecological services provided by seagrass meadows, tidal wetlands and oyster reefs decreased from \$443 million per year in 1960 to its current value of \$226 million per year, representing a 50% loss of economic value provided by these habitats (Lewis *et al.*, 2016). The magnitude of this historical economic and ecological devaluation is a good indicator of the enormous potential value to be gained by future restoration efforts. Establishment of the PPBEP and development and implementation of the CCMP will facilitate and guide restoration of the Pensacola and Perdido Bay ecosystems.

PPBEP coordination of restoration efforts funded by oil spill penalties and other sources (i.e., RESTORE, NRDA, NFWF, FWC, and FDEP) will help avoid duplication of efforts and ensure greater success for water quality, habitat restoration, and fisheries enhancement programs. Recovery of the Pensacola and Perdido Bay estuaries will provide significant benefits to a wide range of stakeholders including commercial and recreational seafood harvesters (fish, shrimp, scallops, oysters), tourism (including ecotourism), real estate industries, and many other sectors including visitors, businesses, and residents from adjacent urban, rural, suburban, and underserved communities.

The PPBEP will provide public benefits beyond ecological restoration of habitat and improved water quality. These benefits include developing coastal management priorities and recommendations for regulatory improvements; providing tools and training to improve resource management; and cultivating stewardship by connecting people to their environment in a meaningful way. This can be accomplished through the public outreach component and the development of a Public Report Card for the watershed that clearly details the status of the watersheds' health and steps toward improvement. In a broader sense, the PPBEP will play a major role in enhancing the level of community engagement, resilience, public health, and quality of life.

2.1.5 Roles of the applicant and partners. Escambia County will serve as the applicant and administrative/financial agent for this grant on behalf of BARC. Escambia County has been a dedicated BARC member for 30 years and has the necessary administrative structures and financial accountability measures in place. Escambia County will also provide human resource services for the PPBEP. The Policy Board, initially comprised of the BARC Board and candidate members described in Section 2.1.1 and Table 1, page 3, will be the decision-making body for the PPBEP. The BARC has a 30-year history of interlocal relationships and partnerships. Numerous partners have been identified to serve on the newly formed PPBEP Management Conference, the Policy Board and the Advisory Committees. Many of these existing partners are identified in Table 1 and have submitted letters, resolutions, or other expressions of support (Appendix C). Other key partners will include the neighboring Mobile Bay NEP and the Bream Fishermen Association (BFA) which promotes environmental stewardship through water quality monitoring. Originally organized in the 1970s, the BFA has worked closely with UWF, USEPA, FDEP, and FDOH to identify and coordinate a 45-year water quality monitoring program that continues with 48 sampling stations. This represents one of the largest, most complete databases of water quality conditions in the southeast United States and has been used by many agencies to develop best management practices and regulations.

BARC, the City of Pensacola, the University of West Florida, the Florida Fish & Wildlife Conservation Commission (FWC), the Institute for Human and Machine Cognition (IHMC), and Escambia County are currently collaborating to develop a new Marine Research Facility at the Port of Pensacola that will bring STEM research and education to downtown Pensacola near the new FWC Pensacola Bay Fish Hatchery that is under construction (Appendix C, City of Pensacola and IHMC Letters of Support). It is anticipated that this new waterfront Marine Research Facility will include offices for the PPBEP.

2.1.6 Applicant's organization and experience. Unlike many other Northwest Florida local governments, Escambia County has had a robust environmental department for over 20 years. The Natural Resources Management (NRM) Department includes 15 scientists, environmental project managers, and environmental

technicians in three divisions. The Water Quality and Land Management Division houses a NELAP-certified water quality laboratory which monitors and analyzes all air, sediment and water quality compliance needs such as for the National Pollution Discharge Elimination System (NPDES) Permit, TMDLs, and the Bayou Chico Basin Management Action Plan (BMAP). The Marine Resources Division oversees waterway management, development of artificial reefs, and provides local fishery information. The Natural Resources Conservation Division works closely with USDA to provide citizens with technical assistance to address land care concerns and implement the federal funding benefits of the Farm Bill. Escambia County NRM has managed over \$50 million in federal and state grant-funds. Escambia County, in partnership with FDEP and the City of Pensacola, built the very successful Project Greenshores in Pensacola Bay, the first large-scale living shoreline project in Florida in 2001 (<http://www.dep.state.fl.us/northwest/Ecosys/section/greenshores.htm>). Escambia County scientists have experience managing USEPA Grants and are currently working on a Jackson Lakes (Bayou Chico) Floating Wetland Mats project funded by the USEPA Gulf of Mexico Program. Escambia County is also a sub-recipient of three RESTORE Council grants and numerous NRDA grants, and has developed Observational Data Plans and Data Management Plans as required by many of these projects.

The BARC Board has been supported by a Technical Advisory Committee (TAC), an Environmental Education Coordinating Team (EECT), and a Citizens Advisory Council (CAC). The West Florida Regional Planning Council serves as staff to the BARC in the role of treasurer and secretary. BARC staff and EECT have conducted numerous outreach and educational activities, including hosting annual Environmental Symposia; implementing US Fish and Wildlife Service's Grasses in Classes program; orchestrating Bay Day, an annual interactive learning event geared towards elementary school students; and providing accessible, educational videos through Resource Rangers. BARC staff and TAC members have vast experience leveraging funding and a 30-year history of coordinating resources to maximize benefits to the Pensacola, Perdido, and Escambia Bays and their watersheds.

2.1.7 Staff expertise/qualifications. Members of the BARC, BARC TAC, and Escambia County possess the knowledge and resources necessary to successfully achieve the goals of the PPBEP (Appendix E, Resumes). As noted above, Escambia County's NRM is comprised of 15 scientists, environmental project managers, and environmental technicians. The Escambia County Department Director/Senior Scientist (Kirschenfeld resume, Appendix F) is a Faculty Associate at the University of West Florida and has over 30 years of public and private experience in water quality monitoring, permit compliance, ecological restoration, federal and state grants management, and environmental law. The County Senior Natural Resources Manager has over 20 years of experience in development review and habitat management, including compliance with the Endangered Species Act (ESA) and development of the Perdido Key Habitat Conservation Plan. The County Water Quality and Land Management Division Manager has over 15 years of development review, water quality, and environmental restoration experience. The County Marine Resources Division Manager has over 25 years of experience in marine biology, fisheries, waterway management, and restoration projects. As noted under Section 2.1.6, NRM has a NELAP-certified water quality laboratory. Likewise, other BARC TAC participants bring a wealth of experience, expertise, and resources including:

- Authored report: *Environmental Quality of the Pensacola Bay System: Retrospective Review for Future Resource Management and Rehabilitation* (Lewis et al., 2016);
- 45-year history of Citizen Science Water Quality Monitoring (Bream Fishermen Association);
- Pioneered local High School Water Quality Monitoring Program;
- Currently serving on TAC of Tampa Bay Estuary Program;
- Active participation in development of Pensacola Bay and Perdido Bay Community-Based Watershed Plans (led by The Nature Conservancy);
- Active participation in development of Pensacola Bay and Perdido Bay Surface Water Improvement and Management (SWIM) Plans;
- Host and coordinator of annual BARC Environmental Symposia to highlight current ecological issues in the watershed; and
- Sponsor of interactive educational programs such as Bay Day, Grasses in Classes, and Resource Rangers.

These activities highlight the diverse skills and qualifications of Escambia County and BARC personnel (Appendix E, Resumes), and also underscore the strong community partnerships and wealth of baseline information available that will expedite the development of the CCMP.

The BARC has developed a Job Description for the Program Director (Appendix D). The PPBEP Program Director must hold an advanced degree in environmental science, business administration, or a closely related field. Applicants will be solicited through an extensive search by a selection committee who will provide their recommendation to the Policy Board. Additional staff will likewise be solicited by an extensive search and interviewed by a selection committee with the final selection of applicants chosen by the Program Director in conjunction with the Policy Board. Detailed job descriptions for additional positions will be developed by the Program Director.




































2.1.8 Statement of Competency and Understanding. Per the Forum on Environmental Measurements (FEM), we acknowledge 1) the need to demonstrate competency prior to beginning work, and 2) understand that a Quality Management Plan (QMP) and/or a Quality Assurance Project Plan (QAPP) may be required. Escambia County staff has extensive experience developing QAPPs for the monitoring and data management requirements of federal and state grant-funded projects.

2.2 Environmental Results—Outcomes, Outputs and Project Performance

The activities of the PPBEP will use best available science to achieve measurable and sustainable water quality improvements in the program watersheds. These improvements will facilitate habitat recovery and preservation, support healthy populations of ecologically and economically important species, and enhance community resilience and public health. Specific outputs, outcomes, and performance measures for this project are discussed below and listed in Table 2 on page 9. Figure 3 below presents an overview of the environmental results and their connection to the USEPA Estuary Program RFP, USEPA Strategic Plan, the Gulf Coast Ecosystem Restoration Council Metrics, and the program visions for the PPBEP as determined by the BARC TAC at a strategic planning meeting.

Figure 3: PPBEP – Environmental Results Overview

Outcomes, Outputs and Performance Measures

Program Vision						
 Best Water Quality in Northern Gulf of Mexico	 All Waters in Bay Systems are Swimmable	 Restore Seagrass and Oyster Habitat	 Restore Biodiversity and Fisheries	 Community Support & Awareness of the Environment	 Community is Invested in Environmental Protection	 Serve as a Model for Partnership and Collaboration
OUTPUTS	OUTCOMES (bold) / PERFORMANCE MEASURES (italics)					
Activities	Short-Term (1-5 years)		Medium-Term (5-10 years)		Long-Term (10-15 years)	
 Management Conference Organizational Plan and membership of the Management Conference committee structure	— CCMP that reflects the core values of the EP based on robust public and partner participation and best available science.		 Natural resource projects funded in the bay areas are identified as priorities in the CCMP. Agreement on priority restoration projects leads to consistent, coordinated approach to natural resource protection in the bay systems.		 Water quality improvement - conditions improved to the extent that 70% of waterbodies are delisted from the 303(d) list	
 Estuary Program office staffing plans	 Management or Governance Planning - # plans developed				 BMP implementation for nutrient or sediment reduction - # Lbs avoided (annually)	
 Draft bylaws for the Management Conference	— Pensacola and Perdido Bays Water Quality Monitoring				 Restoration and conservation of habitat	
 CCMP Development Workplan	 Monitoring - # monitoring programs implemented		 Land Use Planning - # Acres with reduced impacts		 Provide healthy ecosystems in order to support – wildlife, endangered and threatened species (i.e., sturgeon), migratory birds, fish, shellfish and resident species; recreational and commercial fisheries	
- Establish core values for Estuary Program (EP), develop branding campaign and strategic marketing plan	— PPBEP is partially supported via financial commitment by local governments, businesses and other partners.		— The health of the bay systems is a core community value.			
- Develop funding strategy	 Leverage Funding secured by Year 4 – # dollars annually		 Volunteer participation - # volunteers participating		 Improve surface & ground water quality and quantity, and flood control	
- Establish science needs and priorities and determine baseline from existing scientific literature	— Education and outreach programs increased reach of people from current levels		 Increase Coastal Resilience		 Land, Marine, Wetland, Riparian and Marsh restoration - # Acres restored	
- Develop & implement comprehensive ecosystem monitoring program	 Outreach/ Education/Technical Assistance – # people reached		 Outreach/ Education/ Technical Assistance - # people enrolled – BMPs		 Enhancing community resilience	
- Develop EP website	— Management Conference active membership reflects the economic, scientific and community diversity of the bay areas		 PPBEP is fully funded by financial commitments.		 Revitalizing the economy. Tourists and residents recognize the importance of a healthy environment to the economy, job creation, quality of life and actively participate in efforts to protect and conserve natural resources	
 CCMP Development and Finalization	 Research - # studies reported to mgmt.				 Economic benefits - # jobs created	
KEY						
 Gulf Coast Ecosystem Restoration Council Metric		 EPA Strategic Plan Priority		 RESTORE Estuary Program RFP Priority		

*Performance Measures will ultimately be determined during development of the CCMP. These represent the initial metrics to be considered by the Management Conference.

2.2.1 Project Outputs.

The five expected outputs identified in the USEPA RFP (Section I.C.2) are described in Table 2 below. This table also specifies the goals, activities, and means for measuring progress and quality of the outputs as required by the RFP (Section IV.D.2.B and Section V.A.2). In addition to the five expected outputs identified in the RFP, the BARC TAC has identified six additional outputs which are included as related component plans under the CCMP Workplan (Output 4).

Table 2: Project Goals, Outputs, and Performance Measures			
Goals and Activities	Description	Progress and Quality Measures	
OUTPUT 1 – Estuary Program Office Staffing Plans			
Establish Organization	<p>Policy Board members from organizations identified in this proposal will be solicited and confirmed. The Estuary Program Director will be interviewed by the Policy Board and hired based on the job description and duties identified in this proposal (see Attachment D). The Program Director, in collaboration with the Policy Board, will submit final job descriptions for program office staff to be hired, along with an office organizational chart. Appropriate office space will be secured.</p> <p><i>Update 06/29/2021:</i> The organization identified and recruited appropriate Policy Board members who undertook the hiring of the Estuary Program Director. A candidate was identified and hired as expected. After 4 months in the position the selected candidate resigned. In Interim Director was identified and hired in October, 2019. The Interim Director remained in place until a new Estuary Program Director was hired in December, 2020. This delay in Program Director hiring has had a ripple effect throughout the project plan, however significant efforts were made by the Interim Director to ensure the program suffered as little as possible as a result of the circumstance. Job descriptions for office staff and an office organizational chart was created, and appropriate office space was provided by Escambia County.</p>	<p>Progress: Completion of the identified outputs.</p> <p>Quality: Measured by the performance of the Program Director</p>	+ 3 Months*
OUTPUT 2 – Management Conference Organizational Plan and Committee Structure			
Create Organization Structure	<p>The Program Director, in collaboration with the Policy Board, will submit an organizational plan for the Management Conference (MC), including the name and function of each component committee and recommended committee members and leaders. The goal will be to benefit from the experience of other successful NEPs, such as Mobile Bay, Tampa Bay, and Indian River Lagoon NEP, by following their functional organization of MC’s, but starting with a basic structure and building out as the program progresses.</p> <p><i>Update 06/29/2021:</i> Completed as planned</p>	<p>Progress: Completion of: (1) organizational plan, (2) committee member acceptance, (3) first committee meetings held.</p> <p>Quality: Approval of the MC organizational plan by USEPA</p>	+ 6 Months
OUTPUT 3 – Draft Bylaws for the Management Conference			
Develop Policies and Processes (<i>Effective Administration</i>)	<p>Draft Management Conference bylaws will be developed by the Program Director, drawing upon existing bylaws of BARC and relevant NEPs, and submitted to the Policy Board for review. The revised bylaws will be submitted to USEPA for approval. The final bylaws will be incorporated into the Estuary Program.</p> <p><i>Update 06/29/2021:</i> Completed with adjusted timeline (+ 15 Months)</p>	<p>Progress: Approval of final bylaws by the Policy Board and USEPA.</p> <p>Quality: Independent legal review by Escambia County or BARC.</p>	+ 8 Months
OUTPUT 4 – CCMP Workplan and Related Components			

*From award date

<p>CCMP Workplan (Clearly Identify the Process, Responsibilities, and Timeline)</p>	<p>A workplan, defining the process to complete the development of a draft and final CCMP and any initial restoration actions, will be drafted by the Program Director and staff. The Management Conference committees will review and edit the draft, and submit the workplan to the Policy Board for approval. The workplan will clearly identify objectives, tasks, responsible committees/parties, key milestones, and a detailed schedule, which can be used to measure project progress and quality. The CCMP workplan will address related component plans, specifically the Strategic Outreach and Education Plan, the Comprehensive Database and Quality Management Plan, the Long-Term Funding Strategy, and the Estuary Program Website (see below). The final workplan will then be submitted to USEPA for approval.</p> <p><i>Update 06/29/2021:</i> Completed with adjusted timeline (+ 20 Months)</p>	<p>Progress and Quality: Completion toward the milestones: identification of CCMP components, description of tasks, identification of responsible committees/parties, detailed Gant Chart.</p>	<p>+ 12 Months</p>
<p>Table 2: Project Goals, Outputs, and Performance Measures, continued</p>			
<p>Strategic Outreach and Education Plan (Educate and involve the public and stakeholders)</p>	<p>Develop branding campaign and strategic outreach plan. Develop general education campaign, including social media, for business/industry leaders, governments, schools, community groups, and other stakeholders. Solicit public input and participation in CCMP development. Initial outreach programming will be closely linked with resources and programming currently in place within the three watersheds, including state and federal outreach programs (Sea Grant, Florida Yards and Neighborhoods, as well as local programs), and the University of Florida's IFAS research center in Milton.</p> <p><i>Update 06/29/2021:</i> This item has been delayed as a result of the unexpected turnover in the Estuary Program Director position. In August 2020 (+24 Months), a full-time Education and Outreach Coordinator was hired, according to the terms outlined in the project budget. The successful candidate has worked to develop a branding campaign and a strategic outreach plan in consultation with Management Conference members and the community at large.</p> <p>In an effort to successfully complete this item, a request has been submitted for a no-cost extension to the project from its original end date of August, 2022 to December, 2022. A request has also been submitted to adjust the 'Technical Program Assistant' position in the proposed project budget to 'Community Outreach Assistant', with no change to the proposed wage. These requested changes will help ensure this item is successfully completed as planned by the end of the project.</p>	<p>Progress and Quality: Measured by the timeline and quality objectives contained in the CCMP Workplan.</p>	<p>+ 12 Months</p>
<p>Long-Term Funding Strategy</p>	<p>Develop funding strategy and plan; secure continuing financial commitments from EP partners, external grant sources and private investments.</p> <p><i>Update 06/29/2021:</i> This item has been delayed as a result of the turnover in the Estuary Program Director position. It is currently in progress, to be completed with an adjusted timeline (+ 42 Months).</p>	<p>Progress and Quality: Measured by the timeline and quality objectives contained in the CCMP Workplan.</p>	<p>+ 30 M</p>

Pensacola and Perdido Bays Estuary Program

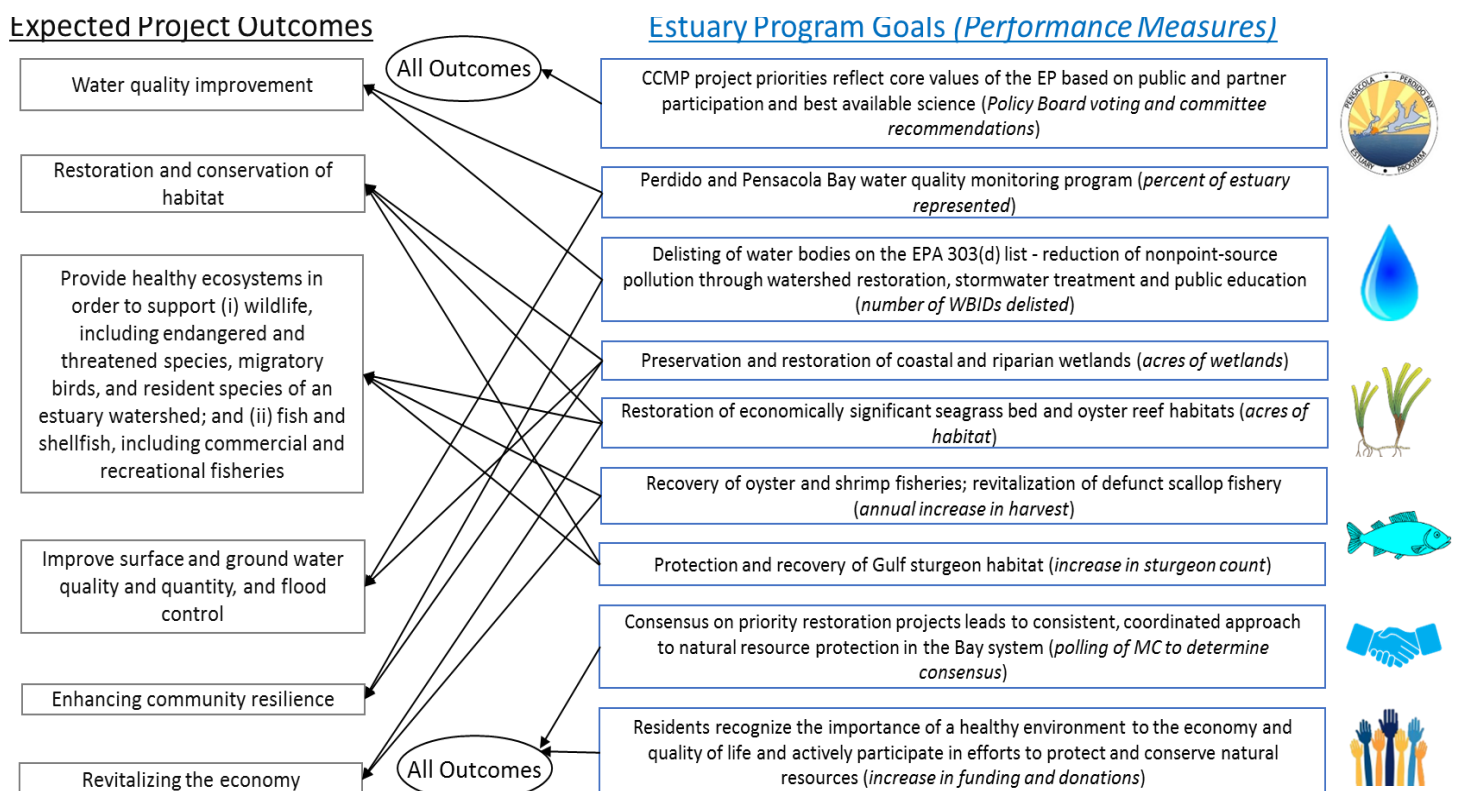
<p>Estuary Program Website (Facilitate public education/ involvement, coordination of efforts among partners, and consolidation of data/ workplans/monitoring)</p>	<p>Develop program website with information including: program information, partners, background information on the watersheds and estuary condition, program goals, work plans, accomplishments, events, etc. Following the initial project periods, the approved CCMP and other project outputs will be provided on the website. An interactive map will allow users to view project locations, read summary information on each project, and drill down for additional information, summary results and data.</p> <p><i>Update 06/29/2021:</i> This item has been partially completed. The first version of the PPBEP website was launched in December, 2020 and included program information, partners, background information on the watersheds and estuary condition, program goals, work plans, accomplishments, events, etc.</p> <p>The second version of the website will include the approved CCMP, and the interactive map allow users to view project locations, read summary information on each project, and drill down for additional information, summary results and data. In an effort to successfully complete this item, a request has been submitted for a no-cost extension to the project from its original end date of August, 2022 to December, 2022. In addition, a request has been made to adjust the project budget to increase the amount of money spent on contractual services. These requested changes will help ensure this item is successfully completed as planned by the end of the project.</p>	<p>Progress and Quality: Measured by the timeline and quality objectives contained in the CCMP Workplan.</p>	<p>+ 6 Months</p>
<p>Comprehensive Database and Quality Management Plan</p> <p>Progress Tracking and Reporting System</p>	<p>Create a centralized, project database that houses environmental data generated by estuary program monitoring, restoration and research projects. Relevant data from previously-conducted projects will also be stored in the database. Maintaining a centralized database will greatly facilitate statistical analysis (including temporal and spatial trends to track project/program progress) and data summary for technical reports and outreach materials. In conjunction with developing a comprehensive database, a progress tracking and reporting system will be created. The system will identify easily measured parameters that serve as indicators of environmental health. It will also provide estimates of the annual value of ecological goods and services provided by key estuarine resources. The project database and long-term tracking system will also provide input into developing a comprehensive estuary-wide monitoring program (see below).</p> <p><i>Update 06/29/2021:</i> This item is partially completed. The PPBEP hired a Senior Scientist in March, 2020 (+ 19 Months), a delay in staffing caused by turnover in the Estuary Program Director position. The successfully candidate immediately began working on the creation of a comprehensive project database, with support from the University of Florida and the University of West Florida, working with PPBEP with support from the Florida RESTORE Act Centers of Excellence program (FLRACEP). This initial database is built on the Zotero platform. The database does not yet have the full function as proposed.</p> <p>To complete this item successfully, a request has been submitted for a no-cost extension to the project from its original end date of August, 2022 to December, 2022. In addition, a request has been made to adjust the project budget to increase the amount of money spent on contractual services. These requested changes will help ensure this item is successfully completed as planned by the end of the project.</p>	<p>Progress: Percent of work completed toward achieving key milestones, which will be identified in the CCMP Work Plan approved by USEPA.</p> <p>Quality: A centralized database will be attained by adhering to a Quality Management Plan (or Quality Assurance Project Plan, as determined as appropriate by USEPA).</p>	<p>+ 24 Months</p>
<p>Semi-Annual Progress Reports</p> <p>Final Technical Report</p>	<p>Track and report progress toward expected outputs and outcomes. Develop summaries of technical progress, problems encountered, corrective actions taken, planned activities for next half year, and expenditures. Final Technical Report will summarize activities, progress achieved, and costs; discuss problems, successes, and lessons learned.</p> <p><i>Update 06/29/2021:</i> Completed as planned</p>	<p>Progress and Quality: Reports will be completed on schedule approved by USEPA after project award.</p>	<p>Semi-Annual</p>

Comprehensive Ecosystem Monitoring Program	Develop and implement an integrated monitoring program, encompassing and building on existing monitoring programs and identified data gaps. <i>Update 06/29/2021:</i> To be completed as planned	Completed Post-Grant	+ 48 M
OUTPUT 5 – Draft and Final CCMP			
CCMP Development and Finalization <i>(Create a fully vetted roadmap for achieving the expected outputs and outcomes of the Estuary Program)</i>	A draft CCMP will be developed by the Program Director, EP staff, Management Conference advisory committees and the Policy Board. The completed Draft CCMP will be provided to stakeholders for review, and made available for public comment. The resulting Final Draft CCMP will be presented to the Management Conference and USEPA for final approval. <i>Update 06/29/2021:</i> In progress, to be completed with adjusted timeline (+ 46 Months)	Progress: Percent of work completed toward achieving key milestones. Quality: Measured by objectives contained in the CCMP Workplan and contribution toward achieving USEPA's Strategic Plan.	+ 42 Months

2.2.2 Project Outcomes

The six expected outcomes of this project as defined in the USEPA RFP (Section I.3.C) appear in Figure 4 below. The specific goals that have been defined for the PPBEP meet these broad-based outcomes as shown in Figure 3 (page 8). Included in the description of project-specific goals are the proposed measures to be used to track and quantify performance and progress toward achieving the respective outcomes. Figure 4 below identifies nine specific PPBEP goals that meet one or more of the six expected project outcomes identified in the USEPA RFP Section I.C.3.

Figure 4: Expected Project Outcomes (from USEPA RFP) and Corresponding PPBEP Goals



2.2.3 Project Performance. The PPBEP will establish measurable short- and long-term goals and associated performance metrics including those identified in Figure 3, page 8. The progress and quality of all outputs will be measured as described in Table 2, page 9, in accordance with Section I.C.4 of the RFP. The long-term measurable results are 1) waterbodies delisted from the 303(d) list, 2) decreased nutrient loading and sediment pollution, 3) increased estuarine biodiversity, 4) increased riparian and marsh restoration, 5) increased community resilience, and 6) increased public awareness (Figures 3 & 4). As part of CCMP development, the EP Program Director and Management Conference will develop specific target goals and performance measures based on the project results and measures defined in this proposal. The establishment of the PPBEP is expected to support the achievement of the outputs and outcomes by providing coordination of restoration projects.

As host to PPBEP, Escambia County has existing Operating Procedures for grant management, fiscal activity tracking, and successfully meeting program goals and objectives. The Escambia County Grants Management Handbook addresses the Board of County Commissioners (BOCC) policy, federal and state laws and regulations, and other relevant information pertaining to grants administration. The County's Grants Management Handbook can be viewed here: <http://bit.ly/EscGrants>.

Escambia County grant management personnel have experience with federal awards management related to Grants and Agreements Code of Federal Regulations Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) to ensure compliance. The Escambia County Clerk of the Court is responsible for the official financial records of the BOCC and the County, and they are responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements for all grants administered.

The Clerk is also the independent auditor of County departments, conducts independent objective reviews and evaluations of all relevant activities under the BOCC, and coordinates the Single Audit with BOCC departments and the County's external auditors. The Clerk's Office examines and evaluates the internal control systems and procedures County departments use for the assigned responsibilities of the organization being audited, including the implementation requirements for administering grant funds. Tracking and reporting accomplishments and timeline commitment will be developed with the Observational Data Plan (ODP), Observational Data Management Plan (ODMP), and related documents required by the Gulf Coast Ecosystem Restoration Council. These plans will determine program metrics, milestones, and the timeline necessary to complete those milestones.

2.3. Project Sustainability Approach. As previously noted, five local governments have supported BARC for 30 years and will continue to support the PPBEP in the future. The budget (Section 3.0, page 13) reflects continued contributions by the local government members of the BARC at current levels with the anticipation and expectation of significant increases in Year 5 and beyond. Escambia County has also demonstrated its commitment to the PPBEP by serving as the applicant and financial agent, and by offering a 10% Indirect Rate. In addition to this financial commitment, local governments and partner organizations commit staff time and expertise to advance the goals of the BARC which is reflected in the budget. This proposal was prepared using in-kind support from the BARC TAC underscoring the incredible commitment and in-kind services provided by the BARC. Other examples of significant historic and recent investment by the BARC and BARC TAC include community outreach, hosting annual environmental symposia, and maintaining a citizen-based water quality monitoring program.

In addition to the long-term history of support, the Board of County Commissioners for both Escambia and Santa Rosa Counties have committed to providing additional, long-term financial support to sustain PPBEP (Appendix A and Appendix C). Escambia County has indicated this support may come from RESTORE Act Direct Component Funds (Pot 1). This significantly increased level of financial support will begin in Year 5 of the PPBEP after the USEPA Grant funds have been utilized. In addition to operational costs provided by Escambia and Santa Rosa Counties, the BARC anticipates PPBEP will receive additional financial support from other members of the Policy Board and Management Conference including the three member cities, NFWFMD, FDEP, utilities, and the

business community. The Program Director is expected to secure additional funding from private sources, grants, and other public funds. The Policy Board and other members of the Management Conference will be providing considerable in-kind support from their staff and volunteers as they have for three decades.

Two of the lead members of the BARC Board and future PPBEP Policy Board, Escambia and Santa Rosa Counties, have already demonstrated their commitment to restoration of the Pensacola and Perdido Bay watersheds, as evidenced by the selected Direct Component (Pot 1) RESTORE Act projects. Both Counties elected to invest over half of their initial RESTORE Act Direct Component Funds on ecological restoration projects in Pensacola Bay and Perdido Bay Watersheds, and both counties are electing to invest 100% of their RESTORE Act Oil Spill Impact Funds (Pot 3) to improve water and sediment quality in the Pensacola Bay watershed.

Beyond operational expenses, funding will be needed to implement projects identified in the CCMP. Funds resulting from fines and penalties associated with the Deepwater Horizon Oil Spill will be available for restoration projects and activities for the next 15 years. Because the PPBEP area received a more direct impact from the spill than other Florida counties, these watersheds have thus far received the most oil-spill related funding (\$137,519,420 combined for Escambia and Santa Rosa Counties) and is expected to continue to receive significantly more funding than other Northwest Florida watersheds. Exclusively considering Florida's RESTORE Act Direct Component Funds, the PPBEP will be receiving 20-40% more than neighboring Northwest Florida watersheds. The PPBEP is most strategically positioned to leverage USEPA's funding to achieve the maximum environmental benefit by efficiently coordinating oil spill restoration funds from the many sources.

Quality Assurance:

PPBEP will utilize a certified laboratory for water and sediment quality analysis. Cost of analysis is dependent on the type and number of parameters being analyzed. PPBEP will utilize the most cost efficient and effective certified laboratory to analyze water and sediment samples. The Escambia County Water Quality Laboratory is certified in numerous analytical methods and is committed to work with PPBEP where it can. See fee schedule here: <https://myescambia.com/docs/default-source/sharepoint-natural-resources-management/Water%20Quality%20Land%20Management/water-quality-lab-fee-schedule.pdf>.

During the development of the monitoring plan PPBEP staff and PPBEP TAC will discuss laboratory contractual needs. Most laboratories allow for event based analysis and do not necessarily require a contractual agreement; however, volume discounts are often given.

3.0 Detailed Budget Narrative An updated proposed budget with annual expenses has been provided for consideration. All calculations are based on the approval of a request for a no-cost extension to the project from its original end date of August, 2022 to December, 2022. Federal and State procurement guidelines will be followed for all the activities according to 2 CFR 200.

Personnel - \$886,738 is budgeted for seven Estuary Program employees during the 4-Year grant period. The Program Director position is expected to be funded by the grant for 3.3 years at a total cost of: \$307,704. The Senior Scientist was hired in March of 2020 and will be funded by the grant for a total of 2.8 years at a total cost of: \$215,636. The Public Outreach Specialist was hired in August, 2020, and will be funded by the grant for a total of 2.4 years at a total cost of: \$128,979. A request has been submitted to adjust the Technical Program Assistant position to a Community Outreach Assistant. If approved this position will be hired in August, 2021, and will be funded by the grant for 1.4 years at a total cost of: \$58,339. A request has been submitted to adjust the Grant Writer position to an Environmental Scientist. If approved this position will be hired in August, 2021, and will be funded by the grant for 1.4 years at a total cost of: \$64,173. A request has been submitted to add a position of Deputy Director. If approved this position will be hired in November, 2021, and will be funded by the program for 1.2 years at a total cost of: \$93,278. A request has been submitted to add a position of Administrative Assistant. If approved this position will be hired in August, 2022, and will be funded by the grant for 0.4 years at a total cost of: \$18,629. These positions will be the only salaried personnel to be funded by the grant.

Fringe Benefits - \$310,358 is budgeted for the 4-Year grant period. Fringe benefits are calculated at 35% of position salaries. A flexible benefit package will be determined by the employees and the Escambia County Human Resources Department. Benefits include health care, annual leave, and contributions to the Florida Retirement System.

Travel - \$22,000 is budgeted for the 4-Year grant period. The travel budget in the original project proposal was \$40,000. As of July 31st, 2021, less than \$1,000 of the travel budget has been spent. This limited spending consists of travel to meetings and registration for virtual events. Delays in hiring and the impact of the COVID-19 pandemic have impeded the expenditure of travel funds. The remaining balance of the revised \$22,000 travel budget is expected to be spent primarily to cover the cost of the Program staff attending conferences, trainings, and meetings with organizations and agencies for coordination and training. It is expected that the travel budget will include 16 seats at conferences that require overnight travel and a monthly travel budget of \$250 which includes travel to meetings as well as registration for smaller local events that do not require overnight travel.

Equipment - \$30,000 is budgeted for the 4-Year grant period. Field equipment includes multi-parameter water quality meters, data loggers, and a small jon boat to facilitate sampling. This equipment will be available for local partners to conduct targeted and strategic water quality monitoring associated with PPBEP activities and objectives. The PPBEP will serve as integrator and repository of all water quality data for Pensacola and Perdido Bays. The PPBEP will develop a water quality monitoring program that identifies and fills data gaps to develop a comprehensive baseline and trend analysis.

Supplies - \$67,168 is budgeted for the 4-Year grant period. Office equipment funds will purchase computers, printers, telephones, and AV necessary for staff to perform essential job duties and disseminate information to the public. Supplies include standard office operating supplies such as pens, paper, staplers, folders, etc. Printing materials are budgeted for CCMP drafts, meeting materials, and education/outreach materials. Supplies also includes smaller environmental sampling equipment such as Secchi discs and a Van Dorn sampler.

Contractual - \$427,500 is budgeted for the 4-Year grant period. In the original project proposal this category had a budget of \$144,000. In responding to project delays, and reallocating funds to ensure the project achieves its scope of work, the amended budget will utilize funds for contractual services to maximize the impact of the remaining grant timeline. This includes contractual services related to CCMP preparation and associated graphic design, website design/hosting, environmental baseline condition assessment, and other contractual services that may be required during the grant period. In addition to contractual work found in the original project budget, it is expected that multiple high-impact contracts will be completed in the remaining 17 months of the project, to assist with and inform the CCMP and its implementation. In addition, contingency funds are in this category as 'Professional services (as needed)' and have been increased to facilitate additional work to address needs that emerge following this amendment approval.

The following contractual services are specifically identified in the budget.

Contractual services included in the original budget include:

- 1. Professional services (as needed)**

This has been increased from \$48,000 to \$78,000. With the initial budget almost completely spent on PPBEP branding, it is requested that additional funds are allocated to this category for contingency in the event that needs emerge following the completion of this project amendment.

- 2. Website design & hosting**

This line item has increased from \$20,000 to \$29,500 to ensure adequate funding to contract professional assistance with the development of the program's website to include the digital communication of the CCMP and an interactive map of ongoing project locations and environmental data.

- 3. CCMP preparation/graphic design**

This line item was increased from \$40,000 to \$60,000 to ensure adequate resources are available to create a CCMP that is accessible and easy to communicate.

New contractual services included in the budget amendment include:

1. Seagrass survey (\$50,000)

This contract will implement a Tier 2 fixed station annual seagrass monitoring program in the Perdido and Pensacola Bay Systems that will provide information on seagrass distribution and condition. The contract will result in fixed seagrass monitoring stations using the common, widely accepted method of stratified random hexagonal tessellation as well as an assessment of seagrass distribution and condition at the fixed stations using a suite of biological and ecological condition and resilience indicators annually in late summer during the time of peak seagrass biomass. It will relate seagrass distribution and condition to water quality parameters collected at the time of seagrass monitoring.

The resulting spatial and temporal data on the distribution and condition of seagrasses will be used by PPBEP to:

- i.) Serve as a present-day baseline of seagrass distribution and condition
 - ii.) Detect seagrass response to change
 - iii.) Predict seagrass response to future changes
 - iv.) Inform decision-making processes for conservation and management of coastal, nearshore species, including those of commercial and recreational importance
- Seagrass imaging

2. Seagrass imaging (\$35,000)

This contract will map seagrass extent using multispectral digital imagery throughout the Perdido and Pensacola Bay systems. The flight lines used to obtain photography will include areas with known submerged aquatic vegetation (SAV) and those areas that could potentially have SAV. Imagery will be collected late summer into early fall to capitalize on the peak growing season. Ideally, the quality and resolution of the imagery collected will be within 1 m.

The FWC's Fish and Wildlife Research Institute developed the Seagrass Integrated Mapping and Monitoring (SIMM) program to protect and manage seagrasses in Florida by providing a collaborative resource for seagrass mapping, monitoring, and data sharing. This contract to update the seagrass maps for Pensacola and Perdido Bays would be a continuation of previous projects conducted in coastal Alabama and Florida lead by UWF, DISL, and FWC. According to FWC, the ideal timeframe for mapping seagrass extent is every 3-5 years (SIMM Report 2020). This project would assist in filling a data need for the two PPBEP bay systems and would provide the data necessary to make future management decisions for the protection and restoration of seagrass and SAV beds.

3. Oyster documentary (\$50,000)

This contract will facilitate the creation of a half hour documentary that investigates the history of the areas oyster industry, the current and future threats to the oyster industry, and steps being taken today and, in the future, to protect and preserve the oyster industry. Oysters are a critical component of the organization's CCMP and this will be a signature outreach initiative during the development and launch of the first PPBEP CCMP.

The documentary will feature interviews with selected local oyster harvesters, spat reproducers, area historian(s), and others involved in the oyster industry to provide the firsthand account of the industry's history, hardships, and outlook. In addition to these expert interviews, the film will follow selected individuals as they go about their work in the oyster industry; these characters will provide the emotional and human connection to the story, experiencing the oyster industry through their eyes and thoughts.

The documentary will provide a longitudinal look at the oyster industry, requiring multiple visits to the area to capture the different activities that occur during the lifecycle of the oyster and the reproduction and harvesting season. With this approach, the project will aim to be completed in late summer/ early fall 2022. The documentary will aim for a 26:46 total run time, which will allow the program to be aired on PBS stations. The TV Center will work with WSRE-TV in Pensacola to determine if this program can be aired by the station and will make the program freely available to other PBS member stations for use.

4. Economic impact & valuation of PPBEP (\$30,000)

This contract will use established methods to calculate the value of the PPBEP ecosystems, so that the organization can provide local planners and other stakeholders with information that assists with the assessment of the costs and benefits related to future land-use decisions.

The contract work will include two phases:

Phase One: Estimate the economic contribution (impact) of the PPBEP on the established market region (e.g., the counties of Escambia, Santa Rosa, Okaloosa, FL & Baldwin AL).

Phase Two: Assess the economic value (ecosystem services) of the PPBEP intertidal estuarine and freshwater wetland habitats and potential tradeoffs of various land-use decisions (which could include sea level rise projection scenarios).

5. Freshwater quality assessment (\$75,000)

The goal of the contracted assessment is to generate meaningful data that can inform the organization's CCMP development and implementation. The contractor will identify sampling locations that fill data gaps identified by the analysis conducted by FLRACEP staff and presented as part of the PPBEP Technical Committee's workshop series in April 2021. Sites would be selected in areas with clear data gaps and placed upstream and downstream of communities to inform which communities are most impacting the waterways and the bays downstream. The assessment will include water quality, including microbiology, chemical characteristics, and physical characteristics. Each location will be visited multiple times throughout the contract.

6. Bays, bayous, & sounds assessment (\$20,000)

This contract would allow PPBEP to participate with Escambia County's Water Quality & Land Management (WQLM) division on current monitoring efforts conducted by the county to track long term trends in water quality metrics for both Pensacola and Perdido Bay systems. The contract would include routine monitoring events at 30 representative sites throughout the two bay systems, monitored to assess trends over time and develop effective management strategies based on the best available science. The water quality metrics collected during the monitoring events would include dissolved oxygen, pH, temperature, depth, salinity, Secchi depth, PAR, nutrients (Dissolved inorganic NO₂NO₃, NO₃, NH₃, PO₄; Total N and P), chlorophyll a, & turbidity. Each of these water quality indicators/metrics will be collected or recorded from each of the 30 sites quarterly.

This effort would further enhance the PPBEP's mission to protect and restore water quality and natural resources in the Pensacola and Perdido Bays' watersheds through partnerships, using a scientifically-sound, community-based approach to enhance resilience. This would support the framework of identifying the estuarine uses & values, system indicators, priority stressors, root causes, and developing future actions. Data from the program will be used in the first "State of the Bays" report card and the PPBEP Comprehensive Conservation Management Plan (CCMP) and further assist staff in developing resource management plans as merited.

Other - \$142,527 is budgeted for other services through the 4-Year grant period. Of the total budget, \$78,000 is budgeted for office space and utilities. This is a reduction from the original budgeted amount of \$144,000. This significant reduction is a result of the program being unable to identify and secure suitable office space, primarily because of the delay in hiring a Program Director and administrative challenges with the PPBEP host organization and Florida statutes governing the leasing of rental space by local government. It is now expected that office space will be able to be secured from September 2021 until December 2022 at a total cost (incl utilities) of \$5,200 per month. \$37,000 is budgeted for lab sample analysis related to determining estuary data gaps, key stressors and monitoring associated with program goals and objectives. This is a reduction from the original budgeted amount of \$90,000. This is a result in delays in staffing caused by the unexpected resignation of the Program's Director. There was no money expended from this category in the first two years of the grant. \$8,027 is budgeted for printing of the final CCMP by a professional printing company. \$13,500 is budgeted for insurance costs anticipated by the

organization as it increases its activity. PPBEP requires a series of protections that, in consultation with existing estuary programs, is likely to include general/professional liability, automobile liability, and property.

Indirect Charges- \$119,709 is budgeted for the 4-Year grant period. With Escambia County serving as the host and fiscal agent, the PPBEP will incur only a 10% Indirect Rate on human resources costs. Escambia County offered the lowest indirect cost allowing significantly more funds to be available for programmatic work.

Expenditure Summary Table

Category	Total	Expended as of 07/31/2021 *	Remaining until 31/12/2022	% remaining
Personnel	\$886,738	\$362,050	\$524,688	59%
Fringe Benefits	\$310,358	\$126,718	\$183,640	59%
Travel	\$22,000	\$1,000	\$21,000	95%
Equipment	\$30,000	\$21,000	\$9,000	30%
Supplies	\$67,168	\$24,000	\$43,168	64%
Contractual	\$427,500	\$46,500	\$381,000	89%
Other	\$136,527	\$13,000	\$123,527	90%
Indirect Charges	\$119,709	\$48,877	\$70,832	59%
Total	\$2,000,000	\$643,145	\$1,356,855	68%

Category	Total	Expended as of 07/31/2021	Remaining until 31/12/2022	% remaining
Personnel	\$886,738	\$362,050	\$524,688	59%
Fringe Benefits	\$310,358	\$126,718	\$183,640	59%
Travel	\$22,000	\$1,000	\$21,000	95%
Equipment	\$30,000	\$21,000	\$9,000	30%
Supplies	\$67,168	\$24,000	\$43,168	64%
Contractual	\$427,500	\$46,500	\$381,000	89%
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Indirect Charges	\$119,709	\$48,877	\$70,832	59%
Total	\$2,000,000	\$643,145	\$1,356,855	68%

*to be confirmed by 08/31/2021

Category	Total	Expended as of 07/31/2021	Remaining until 31/12/2022	% remaining
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Pensacola and Perdido Bays Estuary Program

Personnel	\$886,738	\$362,050	\$524,688	59%
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Travel	\$22,000	\$1,000	\$21,000	95%
Equipment	\$30,000	\$21,000	\$9,000	30%
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Contractual	\$427,500	\$46,500	\$381,000	89%
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Indirect Charges	\$119,709	\$48,877	\$70,832	59%
Total	\$2,000,000	\$643,145	\$1,356,855	68%

Pensacola and Perdido Bays Estuary Program (PPBEP)

Table 3: PPBEP Budget Table

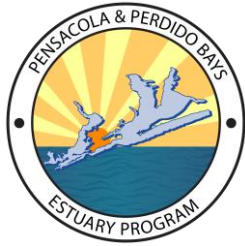
	2018-19	2019-20	2020-21	2021-22	2022	
Expense Category	Year 1	Year 2	Year 3	Year 4	Year 5	Updated Total
Personnel						
> Director of PPBEP @ \$46.26/hr x 40hrs/week x 52 weeks	\$25,550	\$57,750	\$91,300	\$94,000	\$39,104	\$307,704
> Scientist @ 36.06/hr x 40hrs/week x 52 weeks	\$0	\$31,250	\$75,000	\$77,250	\$32,136	\$215,636
> Public Outreach Specialist @ 27.93/hr x 40hrs/week x 52 weeks	\$0	\$0	\$52,515	\$54,000	\$22,464	\$128,979
> Environmental Scientist @ 23.00/hr x 40hrs/week x 52 weeks	\$0	\$0	\$0	\$45,320	\$18,853	\$64,173
> Outreach Assistant @ 19.23/hr x 40hrs/week x 52 weeks	\$0	\$0	\$0	\$41,200	\$17,139	\$58,339
> Administrative Assistant @ 21.53/hr x 40hrs/week x 52 weeks					\$18,629	\$18,629
> Deputy Director @ 38.46/hr x 40hrs/week x 52 weeks				\$60,000	\$33,278	\$93,278
Total Personnel	\$25,550	\$89,000	\$218,815	\$371,770	\$181,603	\$886,738
Fringe Benefits						
> PPBEP Staff: 35% of Salary (MERCs)	\$8,943	\$31,150	\$76,585	\$130,120	\$63,561	\$310,358
Travel						
> Travel	\$0	\$0	\$1,000	\$15,000	\$6,000	\$22,000
Equipment						
> Water/Sediment Quality Monitoring Equipment	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Supplies						
> Office Supplies	\$500	\$1,500	\$3,000	\$3,000	\$2,168	\$10,168
> Field Supplies	\$1,500	\$7,500	\$1,000	\$0		\$10,000
> Office Equipment (<\$5,000/unit)	\$2,000	\$4,000	\$6,000	\$3,000	\$0	\$15,000
> Printing Materials	\$0	\$0	\$3,000	\$4,000	\$10,000	\$17,000
> Advertising and marketing				\$15,000		\$15,000
Total Supplies	\$4,000	\$13,000	\$13,000	\$25,000	\$12,168	\$67,168
Contractual						
> Professional Services (as needed)	\$0	\$1,500	\$45,000	\$31,500		\$78,000
> Website Design and Hosting	\$0	\$0	\$5,000	\$5,000	\$19,500	\$29,500
> CCMP Preparation / Graphic Design	\$0	\$0	\$0	\$60,000	\$0	\$60,000
> Audit	\$0	\$0	\$0	\$0	\$0	\$0
> Seagrass survey and imaging				\$85,000		\$85,000
> Oyster documentary				\$50,000		\$50,000
> Economic impact and valuation of PPBEP				\$30,000		\$30,000
> Bays, bayous, sounds assessment				\$20,000		\$20,000
> Freshwater quality assessment				\$75,000		\$75,000
Total Contractual	\$0	\$1,500	\$50,000	\$356,500	\$19,500	\$427,500
Other						
> Facility Rental/Office Space + Utilities	\$0	\$0	\$0	\$52,000	\$26,000	\$78,000
> Lab Sample Analysis	\$0	\$0	\$13,000	\$24,000		\$37,000
> Printing Services for Final CCMP 320 copies x \$24/copy	\$0	\$0	\$0	\$8,027		\$8,027
> PPBEP Insurance	\$0	\$0	\$0	\$0	\$13,500	\$13,500
Total Other	\$0	\$0	\$13,000	\$84,027	\$39,500	\$136,527
Indirect						
> Total Indirect	\$3,449	\$12,015	\$29,540	\$50,189	\$24,516	\$119,710
Total Project Cost	\$41,942	\$146,665	\$401,940	\$1,062,605	\$346,849	\$2,000,000

PPBEP - EPA grant financials (approved)

Expense Category	Year 1	Year 2	Year 3	Year 4	Final
Personnel					
> Director of PPBEP @ \$46.26/hr x 40hrs/week x 52 weeks	\$71,250	\$95,000	\$97,850	\$100,785	\$364,885
> Scientist @ 36.06/hr x 40hrs/week x 52 weeks	\$37,500	\$75,000	\$77,250	\$79,568	\$269,318
> Public Outreach Specialist @ 27.93/hr x 40hrs/week x 52 weeks	\$24,750	\$50,985	\$52,515	\$54,090	\$182,340
> Tech Program Assistant @ 19.23/hr x 40hrs/week x 52 weeks	\$0	\$0	\$40,000	\$41,200	\$81,200
> Grant Writer @ 21.53/hr x 40hrs/week x 52 weeks	\$0	\$21,000	\$44,000	\$45,320	\$110,320
Total Personnel	\$133,500	\$241,985	\$311,615	\$320,963	\$1,008,063
Fringe Benefits					
> PPBEP Staff: 35% of Salary (MERCs)	\$46,725	\$84,695	\$109,065	\$112,337	\$352,822
Travel					
> Travel	\$8,000	\$8,000	\$12,000	\$12,000	\$40,000
Equipment					
> Water/Sediment Quality Monitoring Equipment	\$15,000	\$6,000	\$9,000	\$0	\$30,000
Supplies					
> Office Supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
> Field Supplies	\$3,000	\$3,000	\$1,000	\$0	\$7,000
> Office Equipment (<\$5,000/unit)	\$6,000	\$3,000	\$6,000	\$3,000	\$18,000
> Printing Materials	\$1,000	\$2,000	\$3,000	\$4,000	\$10,000
Total Supplies	\$13,000	\$11,000	\$13,000	\$10,000	\$47,000
Contractual					
> Other Services as Needed	\$0	\$16,000	\$16,000	\$16,000	\$48,000
> Website Design and Hosting	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
> CCMP Preparation / Graphic Design	\$0	\$0	\$0	\$40,000	\$40,000
> Audit	\$0	\$12,000	\$12,000	\$12,000	\$36,000
Total Contractual	\$5,000	\$33,000	\$33,000	\$73,000	\$144,000
Other					
> Facility Rental/Office Space + Utilities	\$36,000	\$36,000	\$36,000	\$36,000	\$144,000
> Lab Sample Analysis	\$20,000	\$22,000	\$24,000	\$24,000	\$90,000
> Printing Services for Final CCMP 320 copies x \$24/copy	\$0	\$0	\$0	\$8,027	\$8,027
Total Other	\$56,000	\$58,000	\$60,000	\$68,027	\$242,027
Indirect					
> Total Indirect	\$18,023	\$32,668	\$42,068	\$43,330	\$136,089
Total Project Cost	\$295,248	\$475,348	\$589,748	\$639,657	\$2,000,001

PPBEP - Updated EPA grant financials (additions in bolded italics)

21-Jul-22	2018-19	2019-20	2020-21	2021-22	2022			
Expense Category	Year 1	Year 2	Year 3	Year 4	Year 5	Updated Total	Original Total	% chg
Personnel								
> Director of PPBEP @ \$46.26/hr x 40hrs/week x 52 weeks	\$25,550	\$57,750	\$91,300	\$94,000	\$39,104	\$307,704		
> Scientist @ 36.06/hr x 40hrs/week x 52 weeks	\$0	\$31,250	\$75,000	\$77,250	\$32,136	\$215,636		
> Public Outreach Specialist @ 27.93/hr x 40hrs/week x 52 weeks	\$0	\$0	\$52,515	\$54,000	\$22,464	\$128,979		
> Environmental Scientist @ 23.00/hr x 40hrs/week x 52 weeks	\$0	\$0	\$0	\$45,320	\$18,853	\$64,173		
> Outreach Assistant @ 19.23/hr x 40hrs/week x 52 weeks	\$0	\$0	\$0	\$41,200	\$17,139	\$58,339		
> <i>Administrative Assistant @ 21.53/hr x 40hrs/week x 52 weeks</i>					<i>\$18,629</i>	<i>\$18,629</i>		
> <i>Deputy Director @ 38.46/hr x 40hrs/week x 52 weeks</i>				<i>\$60,000</i>	<i>\$33,278</i>	<i>\$93,278</i>		
Total Personnel	\$25,550	\$89,000	\$218,815	\$371,770	\$181,603	\$886,738	\$1,008,062	-12%
Fringe Benefits								
> PPBEP Staff: 35% of Salary	\$8,943	\$31,150	\$76,585	\$130,120	\$63,561	\$310,358	\$352,822	-12%
Travel								
> Travel	\$0	\$0	\$1,000	\$15,000	\$6,000	\$22,000	\$40,000	-45%
Equipment								
> Water/Sediment Quality Monitoring Equipment	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$30,000	0%
Supplies								
> Office Supplies	\$500	\$1,500	\$3,000	\$3,000	<i>\$2,168</i>	\$10,168		
> Field Supplies	\$1,500	\$7,500	\$1,000	\$0		\$10,000		
> Office Equipment (<\$5,000/unit)	\$2,000	\$4,000	\$6,000	\$3,000	\$0	\$15,000		
> Printing Materials	\$0	\$0	\$3,000	\$4,000	<i>\$10,000</i>	\$17,000		
> <i>Advertising and marketing</i>				<i>\$15,000</i>		\$15,000		
Total Supplies	\$4,000	\$13,000	\$13,000	\$25,000	\$12,168	\$67,168	\$47,000	43%
Contractual								
> Professional Services (as needed)	\$0	\$1,500	\$45,000	<i>\$31,500</i>		\$78,000		
> Website Design and Hosting	\$0	\$0	\$5,000	\$15,000	<i>\$9,500</i>	\$29,500		
> CCMP Preparation / Graphic Design	\$0	\$0	\$0	<i>\$60,000</i>	\$0	\$60,000		
> Audit	\$0	\$0	\$0	\$0	<i>\$0</i>	\$0		
> <i>Seagrass survey and imaging</i>				<i>\$85,000</i>		\$85,000		
> <i>Oyster documentary</i>				<i>\$50,000</i>		\$50,000		
> <i>Economic impact and valuation of PPBEP</i>				<i>\$30,000</i>		\$30,000		
> <i>Bays, bayous, sounds assessment</i>				<i>\$20,000</i>		\$20,000		
> <i>Freshwater quality assessment</i>				<i>\$75,000</i>		\$75,000		
Total Contractual	\$0	\$1,500	\$50,000	\$366,500	\$9,500	\$427,500	\$144,000	197%
Other								
> Facility Rental/Office Space + Utilities	\$0	\$0	\$0	\$52,000	\$26,000	\$78,000		
> Lab Sample Analysis	\$0	\$0	\$13,000	\$24,000		\$37,000		
> Printing Services for Final CCMP 320 copies x \$24/copy	\$0	\$0	\$0	\$8,027		\$8,027		
> <i>PPBEP Insurance</i>	\$0	\$0	\$0	\$0	<i>\$13,500</i>	\$13,500		
Total Other	\$0	\$0	\$13,000	\$84,027	\$39,500	\$136,527	\$242,027	-44%
Indirect								
> Total Indirect	\$3,449	\$12,015	\$29,540	\$50,189	\$24,516	\$119,710	\$136,089	-12%
Total Project Cost	\$41,942	\$146,665	\$401,940	\$1,072,605	\$336,849	\$2,000,000	\$2,000,000	



July 20, 2021

Amy Newbold
RESTORE Program Coordinator
USEPA Region 4 Gulf of Mexico Program Office
One Hancock Plaza
2510 Fourteenth Street, Suite 1212
Gulfport, MS 39501

Dear Amy Newbold,

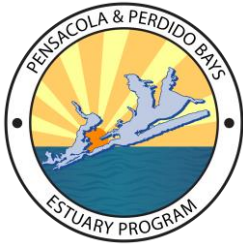
On behalf of the Escambia County Board of County Commissioners, please accept this request for a no-cost extension to the timeline of project 00D81118 'Gulf Coast Ecosystem Restoration Council Comprehensive Plan Component'. According to the project's cooperative agreement the project period is scheduled to end on 07/31/2022. We request a no-cost extension to 12/31/2022.

The purpose of this extension is to ensure the project's proposed scope of work can be successfully completed. The organization's efforts to produce its first CCMP have been impacted by multiple factors out of the control of the organization. In addition, the organization's Progress Tracking and Reporting System requires additional time to be completed, and while the program's website is operational, additional time is required to ensure it has the full level of function that was originally proposed.

These delays have been caused by three primary factors including:

1. The unexpected resignation of the Program Director shortly after hiring

After conducting a thorough search for a qualified candidate to serve as Estuary Program Director, the PPBEP Policy Board offered the position to the successful applicant at their May 15, 2019 meeting. The Estuary Program Director then resigned, effective October 25, 2019. At the time of their resignation, initial efforts had been made to hire two staff and complete the CCMP Development Work Plan. Following the resignation, six months passed before the CCMP Developmental Work Plan was completed. The first position was hired in March 2020, six months following the resignation, and the second position was not hired until July 2020, nine months following the resignation. While an Interim director was appointed, a replacement Program Director was not hired until October 2020. The delays in



these positions being hired are a significant cause of the delays in completing the project's proposed scope of work. The unexpected resignation of the Program Director had a precipitous effect on the implementation of the project, resulting in the need for this requested no-cost extension.

2. The impacts of Hurricane Sally in 2020

Hurricane Sally made landfall as a Category 2 hurricane the morning of Wednesday, September 16th, 2020 near Gulf Shores, Alabama, approximately 30 miles from the Florida border. The storm brought strong winds and more than 20 inches of rain, leading to major flooding in the project area. This natural disaster directly impacted the project, delaying planned field work required to complete the CCMP that had been scheduled for the week of Sally's arrival. This field work would not be completed until June 2021. In addition to this direct delay, the storm drew staff resources away from project deliverables to assist with emergency response and storm clean-up, impacting progress on the project, resulting in further delays.

3. The impacts of the COVID pandemic in 2020 and 2021.

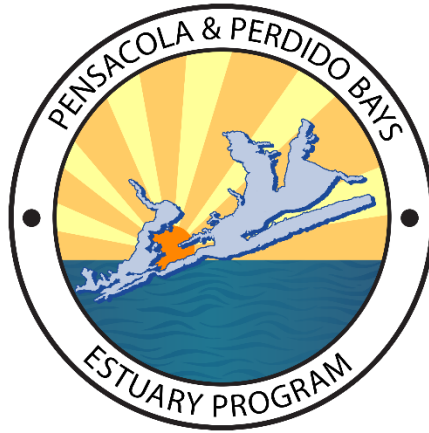
While less acute than the first two causes, the global COVID-19 pandemic must be considered as a cause for project delays. The response required by local government and the impacts to the private sector made it difficult to conduct business including the award and implementation of contracts for website design, branding, and the procurement of equipment.

It is requested that a five month no-cost extension be awarded to this project in consideration of these factors and the delays they have caused. If approved, this no-cost extension will ensure that the project's original scope of work can be fully completed by the requested end date of 12/31/2022. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Killorn", written over a white background.

Donald Killorn
Executive Director



Pensacola & Perdido Bays Estuary Program

Community Grant Program 2021-2022 Funding Opportunity



Opening: July 6, 2021

Closing: August 3, 2021

Award Range: \$10,000 to \$50,000 (available on reimbursement basis only)

Anticipated amount to be awarded: \$250,000

Eligibility: Local governments or nonstate entities (educational institutions and 501(c)3s)

Location: Project must be located within the Perdido and/or Pensacola watershed within the counties of Escambia, Santa Rosa, and/or Okaloosa. Please reference attached map for project area.

Projects must be completed by May 31, 2022.

Schedule:

- Application Opening: July 6, 2021
- [Informational Webinar](#): July 13, 2021 at 3:00PM CT
- Application Closing: August 3, 2021
- Committee Review: August 25, 2021
- Committee Recommendation to Board: September 1, 2021
- Recipients Announced: September 24, 2021
- Anticipated Implementation Period: October 1, 2021 – May 31, 2022

Introduction:

The Pensacola & Perdido Bays Estuary Program is pleased to announce the release of the 2021-2022 Community Grant Program funding opportunity. This program will fund action projects that serve to restore, preserve, connect, inform, and educate. The funding opportunity includes seven eligible project categories that support the Estuary Program's core vision.

The Pensacola & Perdido Bays Estuary Program (PPBEP) is a stakeholder-driven, science-based organization charged with restoring and preserving the Pensacola Bay System and Perdido Bay System, and their associated watersheds. PPBEP is guided by a Comprehensive Conservation and Management Plan (CCMP), which serves as a blueprint for the restoration and preservation of area waterways. Through these actions, PPBEP's vision is to create a healthy and sustainable environment, economy, and community.

The Community Grant Program is made possible through the support of the Florida Legislature. The Estuary Program offers our deepest appreciation to Representative Andrade and Senator Broxson for sponsoring the Program's funding request.

How to Apply:

Go <https://www.ppbep.org/what-we-do/programs-and-projects/mini-grant-projects> to download an application. Applications must be submitted to Logan McDonald (lmcdonald@ppbep.org) by 11:59PM CDT on August 3, 2021.

Priority Consideration:

Priority consideration will be given to “shovel ready” action projects and projects that inform, engage, and educate the community. Projects that leverage funding will also receive priority consideration.

Proposal Categories:

Water Quality: Achieve water quality improvement in one or both bay systems to reduce nutrients, bacteria, and/or sedimentation.

(Examples: "best management practices" for agriculture; innovative retention/filtering techniques)

Habitat Restoration: Restore and/or enhance native habitat to achieve a sustainable and healthy bay system.

(Examples: restoration of natural shorelines/enhancement of seawalls; projects addressing oysters, seagrasses, coastal and freshwater wetlands, and other estuarine habitats)

Fish and Wildlife Conservation: Reduce threats to native fish and wildlife through the protection of natural resources.

(Examples: awareness of threats to wildlife from monofilament line; protection of seagrass beds; education on fish and wildlife habitat)

Watershed Awareness and Education: Promote watershed awareness and environmental education by engaging all age groups and demographics.

(Examples: programs that directly involve youth in solutions to bay problems; programs directed at disadvantaged youth, homeowner education around smart fertilizer or living shorelines)

Resilience: Promote capacity building and/or construct pilot resilience demonstration projects, such as living shorelines or green infrastructure.

(Examples: projects that address historic and/or persistent environmental inequalities related to water resources and/or local water quality; living shoreline and green infrastructure demonstration projects.)

Research: Conduct research that directly informs management and restoration efforts

(Examples: assessment of fish communities on oyster reefs, water quality or sediment studies, habitat monitoring, etc.)

Citizen Science: Engage community members through hands-on citizen science to provide data on estuarine conditions.

(Examples: Water quality monitoring; habitat monitoring; or field research that engages community members)

Match:

Match is not required but is strongly encouraged. Projects that include cash or in-kind match, to include volunteer labor, will receive greater consideration.

Ineligible Costs:

- Land acquisition
- Lobbying expenses
- Conference registration
- Travel expenses
- Contingency funds
- Fines and penalties
- Insurance

Selection Criteria:**Project Approach (40)**

Applicant should describe in detail the project scope of work, need, objectives, and deliverables. Specifically, the strength of the program will be evaluated on the originality of the proposed project and the extent to which it addresses a need or provides a benefit to the bay. Another important measure of the strength of the proposal is the likelihood that the project will be successfully implemented.

Estuary/Watershed Impact (25)

The project's goal and objectives must explicitly state how the project will target bay issues that result in the restoration, enhancement, or protection of the bay systems and associated watersheds.

Demonstration of Applicant Ability (10)

The project team must have adequate education and/or experience to carry out the program design. The team must include the necessary personnel and expertise for the project as proposed. Responsibilities and division of labor should be designated. For projects planned on public lands or facilities, applicants must obtain permission for access to or use of those lands or facilities. Permission for use of private property not controlled by applicant also is required.

Community Impact (15)

Projects must demonstrate the community impact for the project. All proposals, regardless of scope, should reflect some measure of community support. More consideration will be given to projects that demonstrate clear impacts within underrepresented communities.

Cost Justification (10)

Cost justification requires that the proposal and the budget give enough detail to show that costs are appropriate to the scope of work. Reimbursement will be based on expenses assigned to cost categories in a budget that must be approved by the Estuary Program before a project begins.

Selection Process:

A Selection Committee (seven members) comprised of one member of Estuary Program staff, three members of the Technical Committee and three members of the Education Committee, will review and rank submitted proposals based on the selection criteria outlined above. The Committee will make a formal recommendation, by way of staff, to the Board for approval of the shortlisted proposals.

