



## Board of Directors Meeting

January 31, 2024, at 1:30 p.m. CT

Escambia County Commission Chambers

221 Palafox Place, Pensacola, FL 32502

### 1. Call to Order

### 2. Roll Call

### 3. Approval of Board Agenda

*Recommend the Board approve the January 31, 2024, meeting agenda.*

### 4. Approval of November 8, 2023, Board Minutes

*Recommend the Board approve the November 8, 2023, meeting minutes.*

### 5. Election of 2024 Chairman and Vice Chairman

*Recommend the Board elect a Chairman and Vice Chairman for 2024, and affirm Board members as Directors of the corporation.*

### 6. Staff Updates

- a. Director's Update
- b. Technical Update
- c. Outreach Update

### 7. Action Items

#### a. Approval of the FY23-24 First Quarter Financial Report

*Recommend the Board approve the FY23-24 First Quarter Financial Report.*

#### b. Affirm 2024 Bank Signature Authority

*Recommend the Board affirm calendar year 2024 signature authority for the Chairman, Vice Chairman, and Executive Director for Pensacola and Perdido Bays Estuary Program's Hancock Whitney Bank accounts.*

#### c. Ratifying Approval of Executive Director's Action Authorizing Brett J. Cyphers of Anfield Consulting Group Inc. to Serve as Pensacola and Perdido Bays Estuary Program's State Lobbyist for FY23-24

*Recommend the Board ratify approval of the Executive Director's action authorizing Brett J. Cyphers of Anfield Consulting Group Inc. to serve as Pensacola and Perdido Bays Estuary Program's state lobbyist, at no cost, for FY23-24.*

#### d. Approval of a Purchase Order with Lensea Films, in the amount of \$20,000, for Video Production Services in Support of the Trash Free Waters Litter Prevention Campaign



*Recommend the Board approve a purchase order with Lensea Films, in the amount of \$20,000, for video production services in support of the Trash Free Waters Litter Prevention Campaign.*

- e. **Ratifying Approval of a Minor Revision to Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in Support of the Pensacola Bay Oyster Restoration Initiative**

*Recommend the Board ratify approval of a minor revision to Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in support of the Pensacola Bay Oyster Restoration Initiative.*

- f. **Approval of Subaward Agreement No. NOAA23-06 to The City of Orange Beach, in the amount of \$220,000, in Support of the Perdido Watershed Habitat and Community Resilience Initiative**

*Recommend the Board approve, and authorize the Executive Director to sign, Subaward Agreement No. NOAA23-06 to The City of Orange Beach, in the amount of \$220,000, in support of the Perdido Watershed Habitat and Community Resilience Initiative.*

## **8. Discussion Items**

- a. FY24-25 Florida Legislative Priorities
- b. Florida Retirement System Update

## **9. Committee Updates**

## **10. Board/Agency Updates**

## **11. Public Comment**

## **12. Adjourn**



## Board of Directors Meeting

November 8, 2023, at 1:30 p.m. CT

Gulf Breeze Council Chambers

1070 Shoreline Drive, Gulf Breeze, FL 32561

[Meeting Recording](#)

### Members Present

Woody Speed, Chair	City of Orange Beach
Robert Bender	Escambia County
Vernon Compton	City of Milton
Cherry Fitch	City of Gulf Breeze
Mike Kohler	Escambia County
Jared Moore	City of Pensacola
Mike Norberg	Okaloosa County
Kerry Smith	Santa Rosa County

### Members Absent

Colten Wright, Vice Chair	Santa Rosa County
---------------------------	-------------------

### Interested Parties Present

Matt Posner	PPBEP
Whitney Scheffel	PPBEP
Logan McDonald	PPBEP
Haley Gancel	PPBEP
Molly McDaniel	PPBEP
Bailey Walkinshaw	PPBEP
Mary Jane Bass	Beggs & Lane
Darryl Boudreau	NFWFMD
Chips Kirschenfeld	Escambia County
Paul Looney	WRA
Bill Wein	Community Member

#### 1. Call to Order

#### 2. Roll Call

Matt Posner (Executive Director) called the roll. A quorum was present.

#### 3. Approval of Board Agenda

Mayor Cherry Fitch (City of Gulf Breeze) made a motion to approve the agenda. Mike Norberg (Okaloosa County) seconded the motion. The motion passed unanimously.

#### 4. Approval of August 30, 2023, Board Minutes

Commissioner Kerry Smith (Santa Rosa County) made a motion to approve the minutes. Vernon



Compton (City of Milton) seconded the motion. The motion passed unanimously.

## 5. Staff Updates

### a. Executive Director's Update (*Matt Posner, Executive Director*)

#### i. Bailey Walkinshaw

Bailey Walkinshaw was introduced to the Board of Directors as the new Community Outreach Assistant.

#### ii. PPBEP Organizational Transition

The organization transition is fully complete, and M. Posner thanked Escambia County for hosting the Program since establishment in 2018.

#### iii. Hiring

The Operations Manager and the Assistant Project Coordinator positions are set to close next week. There was discussion about extending the application deadline for the Operations Manager position.

#### iv. Grant Updates

PPBEP was invited to submit a full proposal for the National Ocean and Atmospheric Administration (NOAA) Regional Resilience Challenge, the Letter of Intent included a nearly \$50 million ask for nine projects across the watersheds. The full proposal is due in February 2024. Over 800 letters of intent were submitted to the NOAA Regional Resilience Challenge, of which 120 were invited back for full proposals.

#### v. EPA and RESTORE Council Visit

Staff provided a close out update to Mary Walker, the Executive Director of RESTORE Council, and Marc Wyatt, Director of EPA Gulf of Mexico Division, on the Comprehensive Conservation Management Plan (CCMP), State of the Bays Report Card, numerous recent grants, education and outreach initiatives, and monitoring programs and partnerships that are underway. M. Posner brought Mary Walker and Marc Wyatt on a tour of several different projects with our project partners—Escambia County, City of Pensacola, City of Gulf Breeze, and Santa Rosa County. M. Posner thanked Chairman Speed, Commissioner Bender, Commissioner Smith, Escambia and Santa Rosa Counties, City of Pensacola and the City of Gulf Breeze, and all the staff for a successful visit. RESTORE Council discussed holding their next meeting in March 2024 at Pensacola Beach and setting up another project tour with the other four gulf state representatives.

#### vi. Restore America's Estuaries (RAE) Living Shoreline Workshop in Galveston

Staff presented the CCMP amongst other estuary programs at the RAE Living Shoreline Workshop in Galveston, TX. The workshop provided a beneficial



networking opportunity for sharing best practices and challenges with living shoreline practitioners from across the country. Staff will be able to apply these lessons learned to our Living Shoreline Cost Share Program that will kick off next year.

**vii. Legislative Delegation Meeting**

M. Posner attended the Escambia County Legislative Delegation Meeting and passed along appreciation on behalf of the Board of Directors to the entire delegation, especially Senator Broxson, for their support of the Estuary Program. Staff is working with the Delegation to obtain support for dedicated, recurring funding for the Program.

**viii. Evening for the Estuaries**

The Evening for the Estuaries Gala had more than 70 attendees, brought in over \$31,000 between sponsors, ticket sales, and silent auction items, and raised \$21,330 in net proceeds after event expenses. M. Posner thanked the City of Orange Beach and their Coastal Arts Center team, as well as Board Members Chairman Speed, Vernon Compton, and Commissioner Kohler for attending the Gala. M. Posner thanked the staff for their efforts and recognized the following individuals and organizations that contributed to the event: Tanya Gallagher and her band; Grayson Bay Oyster Co; Volunteers Troy, Julie, and Jordan; silent auction item donors and all attendees; and the event sponsors—Atlas Oyster House, International Paper, Moffat & Nichol, Intracoastal Outfitters, Saunders Yacht Works, Water Resources Associates, WSP, Anfield Consulting, and The Nature Conservancy Florida and Alabama Chapters.

**b. Technical Update** (*Whitney Scheffel, Senior Scientist*)

**i. Seagrass Monitoring**

Staff accompanied the University of Southern Mississippi's Gulf Coast Research Lab for seagrass monitoring in the Pensacola and Perdido Bays. An emphasis was placed on historical data availability while selecting sites in Perdido Bay. Quadrat samples were used to determine seagrass cover percentage, macroalgae growth, epiphyte density, and canopy height. Water quality parameters and light availability were recorded as well. PPBEP aims to continue to fund these seagrass surveys annually.

**ii. Fish Trawling Survey**

Staff accompanied the Dauphin Island Sea Lab for trawling surveys in the Santa Rosa Sound and highlighted a few of the 31 different species that were caught during the survey, including the Emerald Parrot Fish which was also spotted in Big Lagoon State Park. Staff intend to make the trawling survey an annual effort due to the importance of juvenile fish populations as an indicator of



seagrass health.

**iii. Oyster Sub-Committee Meeting**

The Oyster Sub-Committee met on October 26<sup>th</sup> and reviewed water quality monitoring results at Grayson Bay Oyster Company's Farm, discussed the Pensacola Bay Oyster Restoration Initiative (PBORI) and potential stipends, held sub-committee elections, and received updates from local oyster farmers. The PBORI is moving towards implementation and staff anticipate issuing a request for proposals for the full design of the oyster restoration project. The Pensacola Bay Oyster Company shared that they are moving operations from the Port of Pensacola to Garcon Point Peninsula, however they will continue operating both facilities until the transition is complete. Staff expressed the value of working with local oyster farmers and previous oyster harvesters in the design and process meetings and discussed an interest in stipends to help maintain the farmers' and harvesters' involvement. The newly elected co-chairs for the subcommittee are Chris Verlinde from Santa Rosa County and Thomas Derbes, the Florida Sea Grant Extension Agent for Santa Rosa County.

**iv. Mattie M. Kelly Environmental Institute Annual Symposium**

Staff were invited by Community Grant recipient Dr. Geoff Smith to give a presentation related to the Santa Rosa Sound at the Mattie M. Kelly Environmental Institute Annual Symposium. Program partners, such as the University of West Florida, Northwest Florida State College, Choctawhatchee Basin Alliance, and the Santa Rosa County Extension Office were in attendance. Staff presented on seagrass mapping and monitoring in the Santa Rosa Sound and provided an update on the juvenile fish communities from the recent fish trawling survey.

**c. Outreach Update** (*Logan McDonald, Community Outreach Coordinator*)

**i. Pensacola Seafood Festival**

Staff attended the Pensacola Seafood Festival, an annual event that PPBEP has attended for the past three years. There was strong community interest in the Estuary Program and a sponsor was obtained for the Panhandle Manatee Slow Ride.

**ii. Navy Federal Gives Back Day**

Staff hosted Navy Federal for their annual Navy Federal Gives Back Day by leading oyster stringer building for oyster spat monitoring, and demonstrated seining to help connect the volunteers to what is living in our waterways.

**iii. Full Moon Halloween Paddle**

Staff partnered with the City of Pensacola Parks and Recreation department to host a successful Full Moon guided paddle tour at Bayou Texar.



- iv. **Gulf Partnership Excursion**  
Staff provided a guided beach walk along Navarre Beach for attendees of the Gulf Partnership Conference in lieu of a kayak tour due to weather conditions.
- v. **NOAA B-WET**  
Staff recently assisted Pensacola High School with a field trip to Pensacola Bay at the Pensacola Country Club and demonstrated seining, how to measure salinity, determine Secchi depth, and explained how their oyster spat monitoring trees will be deployed. Due to the holidays, staff anticipate the remaining field trips will occur in the new year.
- vi. **Washington High School Marine Science Academy**  
Staff provided a seining demonstration at Bayview Park and Bayou Texar for Washington High School Marine Science Academy.
- vii. **Trivia Night**  
Staff hosted trivia on local habitats at Coastal County on November 7<sup>th</sup> and had 15 teams participate – a record number of teams.
- viii. **Panhandle Manatee Slow Ride**  
Staff invited the Board to attend the Jessica Bibza Panhandle Manatee Slow Ride, a fundraiser hosted by PPBEP and Bike Pensacola to support local manatee outreach while continuing Jessica’s legacy. The event is scheduled for November 18<sup>th</sup> at Admiral Mason Park at 3pm. A \$25 donation is suggested to support the Panhandle Manatee Internship Program.

## 6. Action Items

- a. **Ratifying Approval of Pensacola and Perdido Bays Estuary Program’s Insurance Policies**  
Discussion was held on PPBEP insurance policies. Per authorization at the September 2023 Board Meeting, the Chairman has executed the Worker’s Comp and General and Professional Liability insurance policies. Discussion was held deductible and premium options for the Directors and Officers policy. A \$10,000 deductible for Directors and Officers coverage, inclusive of crime and cyber, offered the lowest annual premium at \$4,963.  
Commissioner Robert Bender (Escambia County) made a motion to ratify approval of Worker’s Comp and General and Professional Liability, and approve property, EPLI, and Directors and Officers, Crime, and Cyber Coverage with a \$10,000 deductible. Vernon Compton (City of Milton) seconded the motion. The motion passed unanimously.
- b. **Approval of the Revised Pensacola and Perdido Bays Estuary Program Employee Handbook**  
M. Posner presented the proposed revisions to the Employee Handbook for Board consideration. Those proposed changes include a revised and consistent definition to the Family Medical Leave Act (FMLA) section, a change to cap the max Paid Time Off (PTO) payout



at 80 hours, and a proposed max PTO annual rollover of 120 hours. Discussion was held on the PTO annual rollover policy and comparison to other entities. Discussion was held on capping the annual rollover to 80 hours. The Board discussed capping the annual PTO rollover to 100 hours.

Commissioner Robert Bender (Escambia County) made a motion to approve the Pensacola and Perdido Bays Estuary Program Employee Handbook, with revision of Section 2.4.B.1.a to cap annual PTO roll-over at 100 hours. Commissioner Mike Kohler (Escambia County) seconded the motion. The motion passed unanimously.

Commissioner Robert Bender (Escambia County) made a motion to approve Executive Director Matthew J. Posner's 135 hours of PTO roll-over as of 10/1/2023 in conjunction with Escambia County's pay out of 80 hours of PTO at the Executive Director salary rate as of 9/30/2023. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

- c. **Approval of the Pensacola and Perdido Bays Estuary Program Conflict of Interest Policy**  
Mary Jane Bass (Beggs & Lane; PPBEP Legal Counsel) provided context for the Conflict of Interest Policy, that included slight modifications to the procedural language to ensure the policy was compliant with state laws. It is both good practice to have a Conflict of Interest Policy in-place and is necessary to proceed with the 501(c)3 designation application.  
Vernon Compton (City of Milton) made a motion to approve the Pensacola and Perdido Bays Estuary Program Conflict of Interest Policy and authorize the Chairman to sign Resolution R2023-03. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.
- d. **Approval of the 2024 Holiday Schedule**  
Commissioner Mike Kohler (Escambia County) made a motion to approve agenda action items D-F. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.
- e. **Approval of the 2024 Board Meeting Schedule**  
Commissioner Mike Kohler (Escambia County) made a motion to approve agenda action items D-F. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.
- f. **Approval of the 2024 Travel Schedule**  
Commissioner Mike Kohler (Escambia County) made a motion to approve agenda action items D-F. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.
- g. **Approval of Change Order #1 to Beggs & Lane's Legal Services Contract for FY22-23**





Mike Norberg (Okaloosa County) made a motion to approve Change Order #1 to Beggs & Lane’s Legal Services Contract for FY22-23, in the amount of \$5,470. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.

- h. Approval of a Subaward Agreement with Florida State University – St. Andrew & St. Joseph Bays Estuary Program, in the amount of \$324,321, for the Florida RESTORE Act Centers of Excellence Living Shorelines Effectiveness Monitoring Project**  
Commissioner Kerry Smith (Santa Rosa County) made a motion to approve, and authorize the Chairman to sign a Subaward Agreement with Florida State University – St. Andrew & St. Joseph Bays Estuary Program, in the amount of \$324,321, for the Florida RESTORE Act Centers of Excellence Living Shorelines Effectiveness Monitoring Project. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.
- i. Approval of Florida Department of Environmental Protection Grant Agreement No. OWP02 Amendment 6, in the Amount of \$926,000**  
Mayor Cherry Fitch (City of Gulf Breeze) made a motion to approve, and authorize the Chairman to sign Florida Department of Environmental Protection Grant Agreement No. OWP02 Amendment 6, in the amount of \$926,000, for the FY23-24 Legislative Appropriation. Vernon Compton (City of Milton) seconded the motion. The motion passed unanimously.
- j. Approval of a Purchase Order with Step One Automotive Ford Crestview, in the Amount of \$47,026, for a 2024 Ford F-150 4x4 Super Cab**  
Mayor Cherry Fitch (City of Gulf Breeze) made a motion to approve, and authorize the Executive Director to sign a Purchase Order with Step One Automotive Ford Crestview, in the amount of \$47,026, for a 2024 Ford F-150 4x4 Super Cab. Councilperson Jared Moore (City of Pensacola) seconded the motion. The motion passed unanimously.
- k. Approval of Subaward Agreement No. NOAA23-01 to Santa Rosa County, in the amount of \$1,650,000, in Support of the Pensacola Bay Oyster Restoration Initiative**  
Councilperson Jared Moore (City of Pensacola) made a motion to approve, and authorize the Executive Director to sign Subaward Agreement No. NOAA23-01 to Santa Rosa County, in the amount of \$1,650,000, in Support of the Pensacola Bay Oyster Restoration Initiative. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.
- l. Approval of Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in Support of the Pensacola Bay Oyster Restoration Initiative**  
Vernon Compton (City of Milton) made a motion to approve, and authorize the Executive Director to sign Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in Support of the Pensacola Bay Oyster Restoration Initiative. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.



- m. **Approval of Subaward Agreement No. NOAA23-05 to Troy University, in the amount of \$200,150, in Support of the Perdido Watershed Habitat and Community Resilience Initiative**  
Commissioner Mike Kohler (Escambia County) made a motion to approve and authorize the Executive Director to sign Subaward Agreement No. NOAA23-05 to Troy University, in the amount of \$200,150, in Support of the Perdido Watershed Habitat and Community Resilience Initiative. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.
  
- n. **Approval of an Agreement with Santa Rosa County Regarding the Trash Free Waters Program at Pond Creek**  
Councilperson Jared Moore (City of Pensacola) made a motion to approve, and authorize the Chairman to sign an Agreement with Santa Rosa County to assume ownership and responsibility of the litter boom at Mayo Park in Santa Rosa County, and to provide \$30,000 from the EPA Trash Free Waters grant for litter prevention at the Creek. Commissioner Mike Kohler (Escambia County) seconded the motion. The motion passed unanimously.
  
- o. **Approval of an Agreement with Keep Pensacola Beautiful Regarding the Trash Free Waters Program at Carpenter Creek**  
Councilperson Jared Moore (City of Pensacola) made a motion to approve, and authorize the Chairman to sign an Agreement with Keep Pensacola Beautiful to assume ownership and responsibility of the litter boom at Carpenter Creek within the City of Pensacola. Commissioner Robert Bender (Escambia County) seconded the motion. The motion passed unanimously.

## 7. Discussion Items

- a. Executive Director's Annual Evaluation  
Chairman Speed spoke positively regarding the Executive Director's annual performance. Future goals included extending the Program's presence further north and west into the watershed in Alabama. M. Posner thanked the Board for the opportunity to continue serving as Executive Director. M. Posner noted following the last Board Meeting, the Escambia County Clerk's Office processed the four percent cost of living increase for FY22-23 that was previously approved by the Board in December 2022 and was adopted as an across-the-board increase for all County employees for FY22-23, during the time PPBEP was hosted by the County. M. Posner asked the Board if the Board wished to reduce his annual salary adopted in his contract considering the recent cost of living back payment. The Board discussed and agreed to maintain the salary adopted at the September 2023 Board Meeting.
  
- b. Florida Retirement System (FRS) Update  
Discussion was held on enrolling PPBEP employees in the FRS and the Florida Division of Retirement's verdict that PPBEP is not deemed as an eligible entity. Due to PPBEP serving as an instrumentality of government, Legal Counsel and the Executive Director believe PPBEP to



be an eligible entity. PPBEP has filed a petition for an informal hearing with the Florida Department of Management Services to reconsider and is expecting to hear back regarding the petition by November 30<sup>th</sup>. Staff will update the Board on any developments.

## **8. Committee Updates**

### **a. Technical Committee**

The next meeting will be held on November 20<sup>th</sup>, and the Oyster Sub-Committee update was given in staff updates.

### **b. Education and Outreach Committee**

The next meeting will be in December.

### **c. Environmental Justice Committee**

The next meeting will be determined after the 1<sup>st</sup> of the New Year.

## **9. Board/Agency Updates**

Mike Norberg (Okaloosa County) shared that the Choctawhatchee Bay Estuary Program released their CCMP draft for review.

## **10. Public Comment**

None

## **11. Adjourned**



## Agenda Item 5

### Election of 2024 Board Chairman and Vice Chairman

Background: Per Article 5, Section 4 of the Board Bylaws, Board officers will be elected in January of each calendar year and serve a one-year term. Officers may be re-elected to multiple terms. Officers may be elected by a simply majority vote of the Board.

Note, due to the organizational change effective October 1, 2023 into an independent organization, the Chairman's duties and time commitment have increased over past years. The Chairman will need to be available a minimum of twice a month to meet with the Executive Director to execute agreements and duties delegated to the Chairman by the Board, such as signoff on check runs, travel reimbursement requests, insurance policies, no cost grant extensions, etc.

Recommendation: Recommend the Board elect a Chairman and Vice Chairman for 2024, and affirm Board members as Directors of the corporation.

2024 Board of Directors:

Woody Speed

Colten Wright

Robert Bender

Vernon Compton

Cherry Fitch

Luis Gomez

Mike Kohler

Jared Moore

Mike Norberg

Kerry Smith

Financial Impact: None.



## Agenda Item 7.a.

### Approval of the FY23-24 First Quarter Financial Report

Background: The enclosed fiscal year 2023-2024 first quarter financial report covers the period October 1, 2023 through December 31, 2023. Included is the Statement of Financial Position, Statement of Activity by Class, Statement of Activity, and the General Ledger. Over the first quarter, total revenue was \$389,371.62, total expenditures was \$136,458.34, with a net revenue of \$252,913.28.

Two grant reimbursement requests are currently pending from DEP for Grant Agreement No. OWP02 and the UWF FY23-24 Appropriation. The total reimbursement request for this quarter between the two grants totals approximately \$476,000, including approximately \$58,000 for salaries and wages.

Staff will present a mid-year rebudget to the Board at the March 2024 Board meeting.

Recommendation: Recommend the Board approve the FY23-24 First Quarter Financial Report.

Financial Impact: None.

# Pensacola and Perdido Bays Estuary Program, Inc.

## Statement of Financial Position

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
PPBEP DONATION ACCOUNT (7423)	23,897.87
PPBEP GENERAL OPERATING ACCOUNT (7393)	222,413.26
PPBEP PAYROLL ACCOUNT (7407)	17,749.11
<b>Total Bank Accounts</b>	<b>\$264,060.24</b>
Accounts Receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Prepaid expenses	5,412.35
<b>Total Other Current Assets</b>	<b>\$5,412.35</b>
<b>Total Current Assets</b>	<b>\$269,472.59</b>
<b>TOTAL ASSETS</b>	<b>\$269,472.59</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	11,475.00
<b>Total Accounts Payable</b>	<b>\$11,475.00</b>
Credit Cards	
HW Purchasing Card	405.07
<b>Total Credit Cards</b>	<b>\$405.07</b>
Other Current Liabilities	
Insurance Payable	535.90
Payroll wages and tax to pay	3,279.34
FL SUI Payable	864.00
<b>Total Payroll wages and tax to pay</b>	<b>4,143.34</b>
<b>Total Other Current Liabilities</b>	<b>\$4,679.24</b>
<b>Total Current Liabilities</b>	<b>\$16,559.31</b>
<b>Total Liabilities</b>	<b>\$16,559.31</b>
Equity	
Retained Earnings	
Net Revenue	252,913.28
<b>Total Equity</b>	<b>\$252,913.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$269,472.59</b>

# Pensacola and Perdido Bays Estuary Program, Inc.

## Statement of Activity by Class

October - December, 2023

	DONATIONS	EPA TRASH FREE WATERS	FDEP OWP02	GENERAL OPERATING	NOAA BWET	NOAA IJJA RAE	UWF FY23-24 APPROPRIATION	TOTAL
<b>Revenue</b>								
Contributed income	17,117.92			351,350.00				\$368,467.92
Investment income								\$0.00
Interest Income	119.83			2,818.82				\$2,938.65
<b>Total Investment income</b>	<b>119.83</b>			<b>2,818.82</b>				<b>\$2,938.65</b>
Services	17,965.05							\$17,965.05
<b>Total Revenue</b>	<b>\$35,202.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$354,168.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$389,371.62</b>
<b>GROSS PROFIT</b>	<b>\$35,202.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$354,168.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$389,371.62</b>
<b>Expenditures</b>								
Advertising & marketing								\$0.00
Social media	55.85							\$55.85
Website ads				243.00				\$243.00
<b>Total Advertising &amp; marketing</b>	<b>55.85</b>			<b>243.00</b>				<b>\$298.85</b>
Contract & professional fees								\$0.00
Accounting fees				11,475.00				\$11,475.00
Legal fees				22,472.00				\$22,472.00
<b>Total Contract &amp; professional fees</b>				<b>33,947.00</b>				<b>\$33,947.00</b>
Entertainment Meals	5,815.12			500.00				\$6,315.12
Insurance	1,200.00			2,206.76				\$3,406.76
Liability insurance				278.95				\$278.95
<b>Total Insurance</b>	<b>1,200.00</b>			<b>2,485.71</b>				<b>\$3,685.71</b>
Interest paid				-2.43				\$ -2.43
Occupancy								\$0.00
Utilities				152.69				\$152.69
<b>Total Occupancy</b>				<b>152.69</b>				<b>\$152.69</b>
Office expenses				434.99				\$434.99
Bank fees & service charges	653.20							\$653.20
Equipment lease & maintenance	3,107.46			45.41				\$3,152.87
Memberships & subscriptions				1,054.80				\$1,054.80
Merchant account fees				238.86	36.00			\$274.86
Office supplies		219.00	310.00	620.89				\$1,149.89
Parking				11.64				\$11.64
Shipping & postage				61.50				\$61.50
Small tools & equipment			172.07					\$172.07
Software & apps				158.17				\$158.17
<b>Total Office expenses</b>	<b>3,760.66</b>	<b>219.00</b>	<b>482.07</b>	<b>2,626.26</b>	<b>36.00</b>			<b>\$7,123.99</b>
Payroll expenses				700.00				\$700.00
FICA tax			986.21	5,172.29	79.63	135.86	1,546.23	\$7,920.22
FL SUI			216.01	329.06	26.21	4.32	288.43	\$864.03
Health insurance & accident plans			3,246.64	1,744.23	165.35	34.35	6,727.83	\$11,918.40
Salaries & wages			12,891.50	24,745.19	1,040.90	1,775.93	20,212.04	\$60,665.56
<b>Total Payroll expenses</b>			<b>17,340.36</b>	<b>32,690.77</b>	<b>1,312.09</b>	<b>1,950.46</b>	<b>28,774.53</b>	<b>\$82,068.21</b>
Service Charges				63.00				\$63.00
Supplies								\$0.00
Supplies & materials	75.00							\$75.00
<b>Total Supplies</b>	<b>75.00</b>							<b>\$75.00</b>
Travel								\$0.00
Airfare				34.00				\$34.00
Hotels				388.70			2,308.50	\$2,697.20
<b>Total Travel</b>				<b>422.70</b>			<b>2,308.50</b>	<b>\$2,731.20</b>
<b>Total Expenditures</b>	<b>\$10,906.63</b>	<b>\$219.00</b>	<b>\$17,822.43</b>	<b>\$73,128.70</b>	<b>\$1,348.09</b>	<b>\$1,950.46</b>	<b>\$31,083.03</b>	<b>\$136,458.34</b>
<b>NET OPERATING REVENUE</b>	<b>\$24,296.17</b>	<b>\$ -219.00</b>	<b>\$ -17,822.43</b>	<b>\$281,040.12</b>	<b>\$ -1,348.09</b>	<b>\$ -1,950.46</b>	<b>\$ -31,083.03</b>	<b>\$252,913.28</b>
<b>NET REVENUE</b>	<b>\$24,296.17</b>	<b>\$ -219.00</b>	<b>\$ -17,822.43</b>	<b>\$281,040.12</b>	<b>\$ -1,348.09</b>	<b>\$ -1,950.46</b>	<b>\$ -31,083.03</b>	<b>\$252,913.28</b>

# Pensacola and Perdido Bays Estuary Program, Inc.

## Statement of Activity

October - December, 2023

	TOTAL
Revenue	
Contributed income	368,467.92
Investment income	
Interest Income	2,938.65
<b>Total Investment income</b>	<b>2,938.65</b>
Services	17,965.05
<b>Total Revenue</b>	<b>\$389,371.62</b>
GROSS PROFIT	<b>\$389,371.62</b>
Expenditures	
Advertising & marketing	
Social media	55.85
Website ads	243.00
<b>Total Advertising &amp; marketing</b>	<b>298.85</b>
Contract & professional fees	
Accounting fees	11,475.00
Legal fees	22,472.00
<b>Total Contract &amp; professional fees</b>	<b>33,947.00</b>
Entertainment Meals	6,315.12
Insurance	3,406.76
Liability insurance	278.95
<b>Total Insurance</b>	<b>3,685.71</b>
Interest paid	-2.43
Occupancy	
Utilities	152.69
<b>Total Occupancy</b>	<b>152.69</b>
Office expenses	434.99
Bank fees & service charges	653.20
Equipment lease & maintenance	3,152.87
Memberships & subscriptions	1,054.80
Merchant account fees	274.86
Office supplies	1,149.89
Parking	11.64
Shipping & postage	61.50
Small tools & equipment	172.07
Software & apps	158.17
<b>Total Office expenses</b>	<b>7,123.99</b>
Payroll expenses	700.00
FICA tax	7,920.22
FL SUI	864.03
Health insurance & accident plans	11,918.40



# Pensacola and Perdido Bays Estuary Program, Inc.

## Statement of Activity

October - December, 2023

	TOTAL
Salaries & wages	60,665.56
<b>Total Payroll expenses</b>	<b>82,068.21</b>
Service Charges	63.00
Supplies	
Supplies & materials	75.00
<b>Total Supplies</b>	<b>75.00</b>
Travel	
Airfare	34.00
Hotels	2,697.20
<b>Total Travel</b>	<b>2,731.20</b>
<b>Total Expenditures</b>	<b>\$136,458.34</b>
NET OPERATING REVENUE	<b>\$252,913.28</b>
NET REVENUE	<b>\$252,913.28</b>

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
PPBEP DONATION ACCOUNT (7423)								
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 090823 - ACH CREDIT	-Split-	0.70	0.70
10/01/2023	Deposit		No		DEPOSIT	Contributed income	11,500.00	11,500.70
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091223 - ACH CREDIT	-Split-	242.45	11,743.15
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091323 - ACH CREDIT	-Split-	249.49	11,992.64
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092823 - ACH CREDIT	-Split-	249.49	12,242.13
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092523 - ACH CREDIT	-Split-	249.49	12,491.62
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092123 - ACH CREDIT	-Split-	399.36	12,890.98
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092023 - ACH CREDIT	-Split-	249.49	13,140.47
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091823 - ACH CREDIT	-Split-	1,220.19	14,360.66
10/01/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	0.37	14,361.03
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091523 - ACH CREDIT	-Split-	399.06	14,760.09
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091123 - ACH CREDIT	-Split-	249.49	15,009.58
10/02/2023	Payment	Bloom15 (1)	No	Winterbauer, Hannah		Accounts Receivable (A/R)	250.00	15,259.58
10/02/2023	Payment	Bloom14 (1)	No	Wein, Bill		Accounts Receivable (A/R)	257.25	15,516.83
10/03/2023	Payment	Bloom17 (1)	No	West, Phillip		Accounts Receivable (A/R)	154.35	15,671.18
10/03/2023	Payment	Bloom19 (1)	No	Buck, Kyle		Accounts Receivable (A/R)	257.25	15,928.43
10/03/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 100323 - ACH CREDIT	-Split-	254.38	16,182.81
10/03/2023	Payment	Bloom16 (1)	No	Barrett, Jeffrey		Accounts Receivable (A/R)	250.00	16,432.81
10/03/2023	Payment	Bloom18 (1)	No	Cyphers, Brett		Accounts Receivable (A/R)	1,000.00	17,432.81
10/04/2023	Payment	Bloom21 (1)	No	Grinnan, Nicole		Accounts Receivable (A/R)	257.25	17,690.06
10/04/2023	Payment	Bloom20 (1)	No	Jarvis, Kiersten		Accounts Receivable (A/R)	250.00	17,940.06
10/04/2023	Expenditure		No			Office expenses:Bank fees & service charges	-7.76	17,932.30
10/05/2023	Payment	Bloom23 (1)	No	Compton, Vernon		Accounts Receivable (A/R)	257.25	18,189.55
10/05/2023	Payment	Bloom22 (1)	No	Dannreuther, Wes		Accounts Receivable (A/R)	2,500.00	20,689.55
10/05/2023	Expenditure		No			Office expenses:Bank fees & service charges	-56.94	20,632.61
10/06/2023	Payment	Bloom25 (1)	No	Kohler, Michael		Accounts Receivable (A/R)	257.25	20,889.86
10/06/2023	Expenditure		No			Office expenses:Bank fees & service charges	-15.31	20,874.55
10/06/2023	Payment	Bloom24 (1)	No	Boudreau, Darryl		Accounts Receivable (A/R)	154.35	21,028.90
10/08/2023	Payment	Bloom26 (1)	No	Steiner, Matthew		Accounts Receivable (A/R)	257.25	21,286.15
10/08/2023	Payment	Bloom27 (1)	No	Newbold, Amy		Accounts Receivable (A/R)	154.35	21,440.50
10/09/2023	Payment	Bloom32 (1)	No	WRA Engineering		Accounts Receivable (A/R)	154.35	21,594.85
10/09/2023	Payment	Bloom28 (1)	No	herndon, jane		Accounts Receivable (A/R)	154.35	21,749.20
10/09/2023	Payment	Bloom30 (1)	No	Kirschenfeld, Jeffrey		Accounts Receivable (A/R)	154.35	21,903.55
10/09/2023	Payment	Bloom31 (1)	No	Looney, Paul		Accounts Receivable (A/R)	1,000.00	22,903.55
10/10/2023	Payment	Bloom35	No	Franklin's Promise		Accounts Receivable (A/R)	257.25	23,160.80

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		(1)		Coalition				
10/10/2023	Expenditure		No			Office expenses:Bank fees & service charges	-80.56	23,080.24
10/11/2023	Payment	Bloom38	No	Garth, Fred		Accounts Receivable (A/R)	257.25	23,337.49
		(1)						
10/11/2023	Payment	Bloom36	No	Thompson, Kay		Accounts Receivable (A/R)	100.00	23,437.49
		(1)						
10/11/2023	Payment	Bloom37	No	Cosentino, Jacey		Accounts Receivable (A/R)	154.35	23,591.84
		(1)						
10/11/2023	Expenditure		No			Office expenses:Bank fees & service charges	-12.54	23,579.30
10/11/2023	Payment	Bloom39	No	Rasnake, Erin		Accounts Receivable (A/R)	154.35	23,733.65
		(1)						
10/12/2023	Payment	Bloom46	No	Kohler, Michael		Accounts Receivable (A/R)	120.00	23,853.65
		(1)						
10/12/2023	Payment	Bloom60	No	Belcher, Jordan		Accounts Receivable (A/R)	40.00	23,893.65
		(1)						
10/12/2023	Payment	Bloom40	No	Speed, Woodrow		Accounts Receivable (A/R)	257.25	24,150.90
		(1)						
10/12/2023	Payment	Bloom50	No	Herndonherndon, Jane		Accounts Receivable (A/R)	900.00	25,050.90
		(1)						
10/12/2023	Payment	Bloom48	No	Steiner, Matthew		Accounts Receivable (A/R)	570.00	25,620.90
		(1)						
10/12/2023	Payment	Bloom42	No	Speed, Woodrow		Accounts Receivable (A/R)	400.00	26,020.90
		(1)						
10/12/2023	Payment	Bloom58	No	Posner, Matthew		Accounts Receivable (A/R)	275.00	26,295.90
		(1)						
10/12/2023	Payment	Bloom53	No	Goecker, Meg		Accounts Receivable (A/R)	205.00	26,500.90
		(1)						
10/12/2023	Payment	Bloom55	No	Compton, Vernon		Accounts Receivable (A/R)	150.00	26,650.90
		(1)						
10/12/2023	Payment	Bloom43	No	Posner, Sharon		Accounts Receivable (A/R)	215.00	26,865.90
		(1)						
10/12/2023	Payment	Bloom54	No	Fike, Whitney		Accounts Receivable (A/R)	325.00	27,190.90
		(1)						
10/12/2023	Payment	Bloom59	No	Posner, Sharon		Accounts Receivable (A/R)	700.00	27,890.90
		(1)						
10/12/2023	Payment	Bloom45	No	Taylor, Marissa		Accounts Receivable (A/R)	1,270.00	29,160.90
		(1)						
10/12/2023	Payment	Bloom51	No	Akin, Macaulay		Accounts Receivable (A/R)	165.00	29,325.90
		(1)						
10/12/2023	Expenditure		No			Office expenses:Bank fees & service charges	-56.18	29,269.72
10/13/2023	Payment	Bloom52	No	Jarvis, Kiersten		Accounts Receivable (A/R)	40.00	29,309.72
		(1)						
10/13/2023	Payment	Bloom61	No	McDonald, Logan		Accounts Receivable (A/R)	200.00	29,509.72
		(1)						
10/13/2023	Payment	Bloom57	No	Pitts, James		Accounts Receivable (A/R)	80.00	29,589.72
		(1)						
10/13/2023	Payment	Bloom44	No	Escobar, Tomas		Accounts Receivable (A/R)	85.00	29,674.72
		(1)						
10/13/2023	Payment	Bloom47	No	Rasnake, Erin		Accounts Receivable (A/R)	70.00	29,744.72
		(1)						
10/13/2023	Payment	Bloom49	No	Stanley, Kayla		Accounts Receivable (A/R)	50.00	29,794.72
		(1)						
10/13/2023	Deposit		No		INTEREST ADJUSTMENT - INTEREST EARNED	Investment income:Interest Income	5.78	29,800.50
10/13/2023	Expenditure		No			Office expenses:Bank fees & service charges	-23.50	29,777.00
10/13/2023	Payment	Bloom56	No	Dawson, Katherine		Accounts Receivable (A/R)	260.00	30,037.00
		(1)						
10/13/2023	Payment	Bloom41	No	Bolduc, Samantha		Accounts Receivable (A/R)	225.00	30,262.00
		(1)						
10/16/2023	Payment	Bloom63	No	Cosentino, Jacey		Accounts Receivable (A/R)	100.00	30,362.00
		(1)						
10/16/2023	Payment	Bloom62	No	Cosentino, Jacey		Accounts Receivable (A/R)	120.00	30,482.00
		(1)						
10/16/2023	Payment	Bloom64	No	Alfaro, Jose		Accounts Receivable (A/R)	480.00	30,962.00
		(1)						

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/16/2023	Expenditure		No			Office expenses:Bank fees & service charges	-12.54	30,949.46
10/17/2023	Expenditure		No			Office expenses:Bank fees & service charges	-184.09	30,765.37
10/18/2023	Expenditure		No			Office expenses:Bank fees & service charges	-21.20	30,744.17
10/20/2023	Payment	Bloom65 (1)	No	pingrey, Ronald		Accounts Receivable (A/R)	150.00	30,894.17
10/23/2023	Expenditure		No			Office expenses:Bank fees & service charges	-2.35	30,891.82
10/23/2023	Deposit		No		DEPOSIT	Contributed income	250.00	31,141.82
10/30/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.80	31,140.02
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Contributed income	102.94	31,242.96
10/31/2023	Transfer		No		10/31 14:16 TM XFR TO 00000070727423 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	500.00	31,742.96
11/03/2023	Payment	Bloom66 (1)	No	Huffman, Christopher		Accounts Receivable (A/R)	25.00	31,767.96
11/07/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	31,766.86
11/07/2023	Payment	Bloom69 (1)	No	Bastajian, Susan H		Accounts Receivable (A/R)	1,200.00	32,966.86
11/07/2023	Payment	Bloom67 (1)	No	Birch, Anne		Accounts Receivable (A/R)	25.00	32,991.86
11/07/2023	Payment	Bloom68 (1)	No	Fikes, Ryan		Accounts Receivable (A/R)	25.00	33,016.86
11/08/2023	Payment	Bloom70 (1)	No	Wagley, Christian		Accounts Receivable (A/R)	25.00	33,041.86
11/09/2023	Expenditure		No			Office expenses:Bank fees & service charges	-40.90	33,000.96
11/10/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	32,999.86
11/13/2023	Payment	Bloom71 (1)	No	Kelson, Jeanette		Accounts Receivable (A/R)	25.00	33,024.86
11/14/2023	Payment	Bloom72 (1)	No	Carter, John		Accounts Receivable (A/R)	25.00	33,049.86
11/15/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	33,048.76
11/16/2023	Payment	Bloom73 (1)	No	Karlen, David		Accounts Receivable (A/R)	25.00	33,073.76
11/16/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	33,072.66
11/18/2023	Payment	Bloom80 (1)	No	Young, Natalie		Accounts Receivable (A/R)	25.00	33,097.66
11/18/2023	Payment	Bloom85 (1)	No	Spears, Jon		Accounts Receivable (A/R)	25.00	33,122.66
11/18/2023	Payment	Bloom79 (1)	No	Ronan, Vicki		Accounts Receivable (A/R)	25.00	33,147.66
11/18/2023	Payment	Bloom82 (1)	No	Hines, Cecilia		Accounts Receivable (A/R)	25.00	33,172.66
11/18/2023	Payment	Bloom77 (1)	No	Mozur, Barbara		Accounts Receivable (A/R)	40.00	33,212.66
11/18/2023	Payment	Bloom81 (1)	No	Cross, Debbie		Accounts Receivable (A/R)	20.00	33,232.66
11/18/2023	Payment	Bloom74 (1)	No	Castagna, Nicolette		Accounts Receivable (A/R)	25.00	33,257.66
11/18/2023	Payment	Bloom84 (1)	No	Willi, Patrick		Accounts Receivable (A/R)	25.00	33,282.66
11/18/2023	Payment	Bloom86 (1)	No	Haley, Catherine		Accounts Receivable (A/R)	20.00	33,302.66
11/18/2023	Payment	Bloom76 (1)	No	Winterbauer, Hannah		Accounts Receivable (A/R)	25.00	33,327.66
11/18/2023	Payment	Bloom78 (1)	No	Farrell, Amy		Accounts Receivable (A/R)	25.00	33,352.66
11/18/2023	Payment	Bloom75 (1)	No	Walker, Madison Anne		Accounts Receivable (A/R)	25.00	33,377.66
11/19/2023	Payment	Bloom83 (1)	No	Taylor, Marissa		Accounts Receivable (A/R)	25.00	33,402.66

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/20/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	33,401.56
11/21/2023	Transfer		No		11/21 09:00 TM XFR FRM 00000070727423 - TREASURY MANAGER CR	PPBEP GENERAL OPERATING ACCOUNT (7393)	-9,059.06	24,342.50
11/21/2023	Transfer		No		11/21 11:20 TM XFR FRM 00000070727423 - TREASURY MANAGER CR	PPBEP GENERAL OPERATING ACCOUNT (7393)	-1,000.00	23,342.50
11/22/2023	Expenditure		No			Office expenses:Bank fees & service charges	-14.46	23,328.04
11/24/2023	Payment	Bloom87 (1)	No	Stringfield, Margo		Accounts Receivable (A/R)	120.00	23,448.04
11/28/2023	Expenditure		No			Office expenses:Bank fees & service charges	-4.14	23,443.90
11/28/2023	Payment	Bloom88 (1)	No	Craddock, Jane		Accounts Receivable (A/R)	25.00	23,468.90
11/29/2023	Payment	Bloom89 (1)	No	Birch, Anne (Account #924)		Accounts Receivable (A/R)	20.00	23,488.90
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	119.83	23,608.73
11/30/2023	Expenditure		No			Office expenses:Bank fees & service charges	-1.10	23,607.63
12/01/2023	Expenditure		No			Office expenses:Bank fees & service charges	-0.94	23,606.69
12/12/2023	Bill Payment (Check)	1004	No	Pensacola Community Action Network		Accounts Payable (A/P)	-1,200.00	22,406.69
12/21/2023	Deposit		No		DEPOSIT	Contributed income	1,390.00	23,796.69
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	101.18	23,897.87
<b>Total for PPBEP DONATION ACCOUNT (7423)</b>							<b>\$23,897.87</b>	
PPBEP GENERAL OPERATING ACCOUNT (7393)								
10/01/2023	Deposit		No		DEPOSIT	Contributed income	10,000.00	10,000.00
10/01/2023	Deposit		No		11100002 ESCAMBIA COUNTY 092723 - ACH CREDIT	Contributed income	74,000.00	84,000.00
10/01/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Interest paid	2.43	84,002.43
10/11/2023	Deposit		No		DEPOSIT	Contributed income	86,000.00	170,002.43
10/13/2023	Deposit		No		INTEREST ADJUSTMENT - INTEREST EARNED	Investment income:Interest Income	37.71	170,040.14
10/19/2023	Expenditure		No		INSURANCE HUB FLORIDA 101923 - NORMAL ACH DEBIT	-Split-	0.00	170,040.14
10/19/2023	Expenditure		No		INSURANCE HUB FLORIDA 101923 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,347.40	166,692.74
10/20/2023	Bill Payment (Check)	1001	No	Beggs & Lane, RLLP	Estuary Program Legal Services	Accounts Payable (A/P)	-9,640.00	157,052.74
10/25/2023	Expenditure		No		CHK ORDERS HARLAND CLARKE 102523 - CHECK ORDER CHG	Office expenses:Office supplies	-236.45	156,816.29
10/27/2023	Expenditure		No		SALE GRAYSON BAY OYST 102723 - NORMAL ACH DEBIT	Entertainment Meals	-500.00	156,316.29
10/27/2023	Deposit		No		DEPOSIT	Contributed income	30,000.00	186,316.29
10/27/2023	Transfer		No		10/27 09:15 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP PAYROLL ACCOUNT (7407)	-20,000.00	166,316.29
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	560.07	166,876.36
10/31/2023	Transfer		No		10/31 14:16 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP PAYROLL ACCOUNT (7407)	-19,742.20	147,134.16
10/31/2023	Transfer		No		10/31 14:16 TM XFR TO 00000070727423 - TREASURY MANAGER DR	PPBEP DONATION ACCOUNT (7423)	-500.00	146,634.16
11/02/2023	Expenditure		No		WC INS Bridgefield Casu 110223 - NORMAL ACH DEBIT	Insurance	-350.45	146,283.71
11/09/2023	Deposit		No		11100002 ESCAMBIA COUNTY 110923 - ACH CREDIT	Contributed income	126,350.00	272,633.71
11/14/2023	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	HW Purchasing Card	-10,935.61	261,698.10
11/16/2023	Expenditure		No		INSURANCE HUB FLORIDA 111623 - NORMAL ACH DEBIT	-Split-	-3,869.06	257,829.04
11/16/2023	Check	1002	No	Beggs & Lane, RLLP		-Split-	-5,830.00	251,999.04
11/16/2023	Deposit		No		DEPOSIT	Contributed income	5,000.00	256,999.04
11/17/2023	Deposit		No		RECREDIT Hancock Whitney 111723 - ACH CREDIT	Insurance	3,869.06	260,868.10
11/21/2023	Transfer		No		11/21 08:59 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP PAYROLL ACCOUNT (7407)	-27,677.75	233,190.35
11/21/2023	Transfer		No		11/21 09:00 TM XFR FRM 00000070727423 - TREASURY MANAGER CR	PPBEP DONATION ACCOUNT (7423)	9,059.06	242,249.41

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/21/2023	Deposit		No		DEPOSIT	Contributed income	10,000.00	252,249.41
11/21/2023	Transfer		No		11/21 11:20 TM XFR FRM 00000070727423 - TREASURY MANAGER CR	PPBEP DONATION ACCOUNT (7423)	1,000.00	253,249.41
11/22/2023	Expenditure		No		INSURANCE HUB FLORIDA 112223 - NORMAL ACH DEBIT	Insurance	-3,869.06	249,380.35
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	933.10	250,313.45
12/04/2023	Expenditure		No		WC INS Bridgefield Casu 120423 - NORMAL ACH DEBIT	Insurance	-190.45	250,123.00
12/05/2023	Deposit		No		DEPOSIT	Contributed income	10,000.00	260,123.00
12/14/2023	Transfer		No		12/14 09:28 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-27,538.20	232,584.80
12/15/2023	Transfer		No		CARD PYMT HANCOCK WHITNEY 121523 - NORMAL ACH DEBIT	HW Purchasing Card	-4,029.52	228,555.28
12/20/2023	Check	1003	No	Beggs & Lane, RLLP		-Split-	-7,002.00	221,553.28
12/22/2023	Expenditure		No		INSURANCE HUB FLORIDA 122223 - NORMAL ACH DEBIT	Insurance	-140.70	221,412.58
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	1,000.68	222,413.26
<b>Total for PPBEP GENERAL OPERATING ACCOUNT (7393)</b>							<b>\$222,413.26</b>	
PPBEP PAYROLL ACCOUNT (7407)								
10/13/2023	Deposit		No		ACCTVERIFY 50350003 PENSACO 101323 - ACH CREDIT	Office expenses:Merchant account fees	0.11	0.11
10/13/2023	Expenditure		No		ACCTVERIFY 50350003 PENSACO 101323 - NORMAL ACH DEBIT	Office expenses:Merchant account fees	-0.11	0.00
10/27/2023	Transfer		No		10/27 09:15 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP GENERAL OPERATING ACCOUNT (7393)	20,000.00	20,000.00
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE PAY-DR	Payroll expenses	-457.00	19,543.00
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	-9,285.20	10,257.80
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE PAY-DR	-Split-	0.00	10,257.80
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	9.63	10,267.43
10/31/2023	Transfer		No		10/31 14:16 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP GENERAL OPERATING ACCOUNT (7393)	19,742.20	30,009.63
11/01/2023	Expenditure		No	IRS	USATAXPYMT IRS 110123 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-2,914.90	27,094.73
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	-Split-	-9,285.22	17,809.51
11/15/2023	Expenditure		No	IRS	USATAXPYMT IRS 111523 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-2,914.86	14,894.65
11/16/2023	Expenditure		No		CORP PAY PPBEP PRA 111623 - NORMAL ACH DEBIT	-Split-	-7,572.40	7,322.25
11/21/2023	Transfer		No		11/21 08:59 TM XFR FRM 00000070727393 - TREASURY MANAGER CR	PPBEP GENERAL OPERATING ACCOUNT (7393)	27,677.75	35,000.00
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	Payroll expenses	-121.50	34,878.50
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	-Split-	-9,997.27	24,881.23
11/28/2023	Expenditure		No		EMPL FEE HSA BANK 112823 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	24,871.23
11/29/2023	Expenditure		No	IRS	USATAXPYMT IRS 112923 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,064.03	21,807.20
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	87.90	21,895.10
12/01/2023	Expenditure		No		CORP PAY PPBEP PRA 120123 - NORMAL ACH DEBIT	-Split-	-3,790.10	18,105.00
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	-Split-	-10,643.20	7,461.80
12/13/2023	Expenditure		No	IRS	USATAXPYMT IRS 121323 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,279.28	4,182.52
12/14/2023	Transfer		No		12/14 09:28 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	27,538.20	31,720.72
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	-Split-	-10,643.17	21,077.55
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	Payroll expenses	-121.50	20,956.05
12/27/2023	Expenditure		No		EMPL FEE HSA BANK 122723 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	20,946.05

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/28/2023	Expenditure		No	IRS	USATAXPYMT IRS 122823 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,279.34	17,666.71
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	82.40	17,749.11
<b>Total for PPBEP PAYROLL ACCOUNT (7407)</b>							<b>\$17,749.11</b>	
Accounts Receivable (A/R)								
10/02/2023	Pledge	Bloom15	No	Winterbauer, Hannah		Services	250.00	250.00
		(1)						
10/02/2023	Pledge	Bloom14	No	Wein, Bill		Services	257.25	507.25
		(1)						
10/02/2023	Payment	Bloom15	No	Winterbauer, Hannah		PPBEP DONATION ACCOUNT (7423)	-250.00	257.25
		(1)						
10/02/2023	Payment	Bloom14	No	Wein, Bill		PPBEP DONATION ACCOUNT (7423)	-257.25	0.00
		(1)						
10/03/2023	Pledge	Bloom18	No	Cyphers, Brett		Services	1,000.00	1,000.00
		(1)						
10/03/2023	Pledge	Bloom16	No	Barrett, Jeffrey		Services	250.00	1,250.00
		(1)						
10/03/2023	Pledge	Bloom17	No	West, Phillip		Services	154.35	1,404.35
		(1)						
10/03/2023	Pledge	Bloom19	No	Buck, Kyle		Services	257.25	1,661.60
		(1)						
10/03/2023	Payment	Bloom17	No	West, Phillip		PPBEP DONATION ACCOUNT (7423)	-154.35	1,507.25
		(1)						
10/03/2023	Payment	Bloom16	No	Barrett, Jeffrey		PPBEP DONATION ACCOUNT (7423)	-250.00	1,257.25
		(1)						
10/03/2023	Payment	Bloom19	No	Buck, Kyle		PPBEP DONATION ACCOUNT (7423)	-257.25	1,000.00
		(1)						
10/03/2023	Payment	Bloom18	No	Cyphers, Brett		PPBEP DONATION ACCOUNT (7423)	-1,000.00	0.00
		(1)						
10/04/2023	Payment	Bloom21	No	Grinnan, Nicole		PPBEP DONATION ACCOUNT (7423)	-257.25	-257.25
		(1)						
10/04/2023	Payment	Bloom20	No	Jarvis, Kiersten		PPBEP DONATION ACCOUNT (7423)	-250.00	-507.25
		(1)						
10/04/2023	Pledge	Bloom21	No	Grinnan, Nicole		Services	257.25	-250.00
		(1)						
10/04/2023	Pledge	Bloom20	No	Jarvis, Kiersten		Services	250.00	0.00
		(1)						
10/05/2023	Payment	Bloom22	No	Dannreuther, Wes		PPBEP DONATION ACCOUNT (7423)	-2,500.00	-2,500.00
		(1)						
10/05/2023	Payment	Bloom23	No	Compton, Vernon		PPBEP DONATION ACCOUNT (7423)	-257.25	-2,757.25
		(1)						
10/05/2023	Pledge	Bloom22	No	Dannreuther, Wes		Services	2,500.00	-257.25
		(1)						
10/05/2023	Pledge	Bloom23	No	Compton, Vernon		Services	257.25	0.00
		(1)						
10/06/2023	Payment	Bloom24	No	Boudreau, Darryl		PPBEP DONATION ACCOUNT (7423)	-154.35	-154.35
		(1)						
10/06/2023	Payment	Bloom25	No	Kohler, Michael		PPBEP DONATION ACCOUNT (7423)	-257.25	-411.60
		(1)						
10/06/2023	Pledge	Bloom24	No	Boudreau, Darryl		Services	154.35	-257.25
		(1)						
10/06/2023	Pledge	Bloom25	No	Kohler, Michael		Services	257.25	0.00
		(1)						
10/08/2023	Pledge	Bloom26	No	Steiner, Matthew		Services	257.25	257.25
		(1)						
10/08/2023	Pledge	Bloom27	No	Newbold, Amy		Services	154.35	411.60
		(1)						
10/08/2023	Payment	Bloom26	No	Steiner, Matthew		PPBEP DONATION ACCOUNT (7423)	-257.25	154.35
		(1)						
10/08/2023	Payment	Bloom27	No	Newbold, Amy		PPBEP DONATION ACCOUNT (7423)	-154.35	0.00
		(1)						
10/09/2023	Pledge	Bloom32	No	WRA Engineering		Services	154.35	154.35
		(1)						
10/09/2023	Pledge	Bloom31	No	Looney, Paul		Services	1,000.00	1,154.35
		(1)						
10/09/2023	Pledge	Bloom30	No	Kirschenfeld, Jeffrey		Services	154.35	1,308.70
		(1)						
10/09/2023	Payment	Bloom32	No	WRA Engineering		PPBEP DONATION ACCOUNT	-154.35	1,154.35

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		(1)				(7423)		
10/09/2023	Payment	Bloom28	No	herndon, jane		PPBEP DONATION ACCOUNT	-154.35	1,000.00
		(1)				(7423)		
10/09/2023	Payment	Bloom30	No	Kirschenfeld, Jeffrey		PPBEP DONATION ACCOUNT	-154.35	845.65
		(1)				(7423)		
10/09/2023	Payment	Bloom31	No	Looney, Paul		PPBEP DONATION ACCOUNT	-1,000.00	-154.35
		(1)				(7423)		
10/09/2023	Pledge	Bloom28	No	herndon, jane		Services	154.35	0.00
		(1)						
10/10/2023	Pledge	Bloom35	No	Franklin's Promise Coalition		Services	257.25	257.25
		(1)						
10/10/2023	Payment	Bloom35	No	Franklin's Promise Coalition		PPBEP DONATION ACCOUNT	-257.25	0.00
		(1)				(7423)		
10/11/2023	Payment	Bloom36	No	Thompson, Kay		PPBEP DONATION ACCOUNT	-100.00	-100.00
		(1)				(7423)		
10/11/2023	Payment	Bloom38	No	Garth, Fred		PPBEP DONATION ACCOUNT	-257.25	-357.25
		(1)				(7423)		
10/11/2023	Pledge	Bloom36	No	Thompson, Kay		Services	100.00	-257.25
		(1)						
10/11/2023	Pledge	Bloom37	No	Cosentino, Jacey		Services	154.35	-102.90
		(1)						
10/11/2023	Pledge	Bloom38	No	Garth, Fred		Services	257.25	154.35
		(1)						
10/11/2023	Payment	Bloom37	No	Cosentino, Jacey		PPBEP DONATION ACCOUNT	-154.35	0.00
		(1)				(7423)		
10/11/2023	Pledge	Bloom39	No	Rasnake, Erin		Services	154.35	154.35
		(1)						
10/11/2023	Payment	Bloom39	No	Rasnake, Erin		PPBEP DONATION ACCOUNT	-154.35	0.00
		(1)				(7423)		
10/12/2023	Payment	Bloom58	No	Posner, Matthew		PPBEP DONATION ACCOUNT	-275.00	-275.00
		(1)				(7423)		
10/12/2023	Payment	Bloom53	No	Goecker, Meg		PPBEP DONATION ACCOUNT	-205.00	-480.00
		(1)				(7423)		
10/12/2023	Payment	Bloom55	No	Compton, Vernon		PPBEP DONATION ACCOUNT	-150.00	-630.00
		(1)				(7423)		
10/12/2023	Payment	Bloom43	No	Posner, Sharon		PPBEP DONATION ACCOUNT	-215.00	-845.00
		(1)				(7423)		
10/12/2023	Payment	Bloom54	No	Fike, Whitney		PPBEP DONATION ACCOUNT	-325.00	-1,170.00
		(1)				(7423)		
10/12/2023	Pledge	Bloom54	No	Fike, Whitney		Services	325.00	-845.00
		(1)						
10/12/2023	Pledge	Bloom60	No	Belcher, Jordan		Services	40.00	-805.00
		(1)						
10/12/2023	Pledge	Bloom55	No	Compton, Vernon		Services	150.00	-655.00
		(1)						
10/12/2023	Pledge	Bloom50	No	Herndonherndon, Jane		Services	900.00	245.00
		(1)						
10/12/2023	Pledge	Bloom58	No	Posner, Matthew		Services	275.00	520.00
		(1)						
10/12/2023	Pledge	Bloom42	No	Speed, Woodrow		Services	400.00	920.00
		(1)						
10/12/2023	Pledge	Bloom43	No	Posner, Sharon		Services	215.00	1,135.00
		(1)						
10/12/2023	Pledge	Bloom40	No	Speed, Woodrow		Services	257.25	1,392.25
		(1)						
10/12/2023	Pledge	Bloom51	No	Akin, Macaulay		Services	165.00	1,557.25
		(1)						
10/12/2023	Pledge	Bloom45	No	Taylor, Marissa		Services	1,270.00	2,827.25
		(1)						
10/12/2023	Pledge	Bloom53	No	Goecker, Meg		Services	205.00	3,032.25
		(1)						
10/12/2023	Payment	Bloom45	No	Taylor, Marissa		PPBEP DONATION ACCOUNT	-1,270.00	1,762.25
		(1)				(7423)		
10/12/2023	Payment	Bloom42	No	Speed, Woodrow		PPBEP DONATION ACCOUNT	-400.00	1,362.25
		(1)				(7423)		
10/12/2023	Payment	Bloom48	No	Steiner, Matthew		PPBEP DONATION ACCOUNT	-570.00	792.25
		(1)				(7423)		
10/12/2023	Payment	Bloom50	No	Herndonherndon, Jane		PPBEP DONATION ACCOUNT	-900.00	-107.75



# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		(1)				(7423)		
10/12/2023	Payment	Bloom40	No	Speed, Woodrow		PPBEP DONATION ACCOUNT	-257.25	-365.00
		(1)				(7423)		
10/12/2023	Payment	Bloom60	No	Belcher, Jordan		PPBEP DONATION ACCOUNT	-40.00	-405.00
		(1)				(7423)		
10/12/2023	Payment	Bloom46	No	Kohler, Michael		PPBEP DONATION ACCOUNT	-120.00	-525.00
		(1)				(7423)		
10/12/2023	Payment	Bloom51	No	Akin, Macaulay		PPBEP DONATION ACCOUNT	-165.00	-690.00
		(1)				(7423)		
10/12/2023	Pledge	Bloom59	No	Posner, Sharon		Services	700.00	10.00
		(1)						
10/12/2023	Payment	Bloom59	No	Posner, Sharon		PPBEP DONATION ACCOUNT	-700.00	-690.00
		(1)				(7423)		
10/12/2023	Pledge	Bloom48	No	Steiner, Matthew		Services	570.00	-120.00
		(1)						
10/12/2023	Pledge	Bloom46	No	Kohler, Michael		Services	120.00	0.00
		(1)						
10/13/2023	Payment	Bloom61	No	McDonald, Logan		PPBEP DONATION ACCOUNT	-200.00	-200.00
		(1)				(7423)		
10/13/2023	Payment	Bloom41	No	Bolduc, Samantha		PPBEP DONATION ACCOUNT	-225.00	-425.00
		(1)				(7423)		
10/13/2023	Payment	Bloom56	No	Dawson, Katherine		PPBEP DONATION ACCOUNT	-260.00	-685.00
		(1)				(7423)		
10/13/2023	Payment	Bloom44	No	Escobar, Tomas		PPBEP DONATION ACCOUNT	-85.00	-770.00
		(1)				(7423)		
10/13/2023	Pledge	Bloom52	No	Jarvis, Kiersten		Services	40.00	-730.00
		(1)						
10/13/2023	Pledge	Bloom47	No	Rasnake, Erin		Services	70.00	-660.00
		(1)						
10/13/2023	Pledge	Bloom56	No	Dawson, Katherine		Services	260.00	-400.00
		(1)						
10/13/2023	Pledge	Bloom57	No	Pitts, James		Services	80.00	-320.00
		(1)						
10/13/2023	Pledge	Bloom44	No	Escobar, Tomas		Services	85.00	-235.00
		(1)						
10/13/2023	Pledge	Bloom49	No	Stanley, Kayla		Services	50.00	-185.00
		(1)						
10/13/2023	Pledge	Bloom41	No	Bolduc, Samantha		Services	225.00	40.00
		(1)						
10/13/2023	Pledge	Bloom61	No	McDonald, Logan		Services	200.00	240.00
		(1)						
10/13/2023	Payment	Bloom52	No	Jarvis, Kiersten		PPBEP DONATION ACCOUNT	-40.00	200.00
		(1)				(7423)		
10/13/2023	Payment	Bloom49	No	Stanley, Kayla		PPBEP DONATION ACCOUNT	-50.00	150.00
		(1)				(7423)		
10/13/2023	Payment	Bloom57	No	Pitts, James		PPBEP DONATION ACCOUNT	-80.00	70.00
		(1)				(7423)		
10/13/2023	Payment	Bloom47	No	Rasnake, Erin		PPBEP DONATION ACCOUNT	-70.00	0.00
		(1)				(7423)		
10/16/2023	Pledge	Bloom63	No	Cosentino, Jacey		Services	100.00	100.00
		(1)						
10/16/2023	Pledge	Bloom64	No	Alfaro, Jose		Services	480.00	580.00
		(1)						
10/16/2023	Pledge	Bloom62	No	Cosentino, Jacey		Services	120.00	700.00
		(1)						
10/16/2023	Payment	Bloom62	No	Cosentino, Jacey		PPBEP DONATION ACCOUNT	-120.00	580.00
		(1)				(7423)		
10/16/2023	Payment	Bloom63	No	Cosentino, Jacey		PPBEP DONATION ACCOUNT	-100.00	480.00
		(1)				(7423)		
10/16/2023	Payment	Bloom64	No	Alfaro, Jose		PPBEP DONATION ACCOUNT	-480.00	0.00
		(1)				(7423)		
10/20/2023	Payment	Bloom65	No	pingrey, Ronald		PPBEP DONATION ACCOUNT	-150.00	-150.00
		(1)				(7423)		
10/20/2023	Pledge	Bloom65	No	pingrey, Ronald		Services	150.00	0.00
		(1)						
11/03/2023	Payment	Bloom66	No	Huffman, Christopher		PPBEP DONATION ACCOUNT	-25.00	-25.00
		(1)				(7423)		
11/03/2023	Pledge	Bloom66	No	Huffman, Christopher		Services	25.00	0.00

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		(1)						
11/07/2023	Pledge	Bloom69	No	Bastajian, Susan H		Services	1,200.00	1,200.00
		(1)						
11/07/2023	Pledge	Bloom67	No	Birch, Anne		Services	25.00	1,225.00
		(1)						
11/07/2023	Pledge	Bloom68	No	Fikes, Ryan		Services	25.00	1,250.00
		(1)						
11/07/2023	Payment	Bloom69	No	Bastajian, Susan H		PPBEP DONATION ACCOUNT (7423)	-1,200.00	50.00
		(1)						
11/07/2023	Payment	Bloom67	No	Birch, Anne		PPBEP DONATION ACCOUNT (7423)	-25.00	25.00
		(1)						
11/07/2023	Payment	Bloom68	No	Fikes, Ryan		PPBEP DONATION ACCOUNT (7423)	-25.00	0.00
		(1)						
11/08/2023	Payment	Bloom70	No	Wagley, Christian		PPBEP DONATION ACCOUNT (7423)	-25.00	-25.00
		(1)						
11/08/2023	Pledge	Bloom70	No	Wagley, Christian		Services	25.00	0.00
		(1)						
11/13/2023	Pledge	Bloom71	No	Kelson, Jeanette		Services	25.00	25.00
		(1)						
11/13/2023	Payment	Bloom71	No	Kelson, Jeanette		PPBEP DONATION ACCOUNT (7423)	-25.00	0.00
		(1)						
11/14/2023	Payment	Bloom72	No	Carter, John		PPBEP DONATION ACCOUNT (7423)	-25.00	-25.00
		(1)						
11/14/2023	Pledge	Bloom72	No	Carter, John		Services	25.00	0.00
		(1)						
11/16/2023	Payment	Bloom73	No	Karlen, David		PPBEP DONATION ACCOUNT (7423)	-25.00	-25.00
		(1)						
11/16/2023	Pledge	Bloom73	No	Karlen, David		Services	25.00	0.00
		(1)						
11/18/2023	Pledge	Bloom80	No	Young, Natalie		Services	25.00	25.00
		(1)						
11/18/2023	Pledge	Bloom77	No	Mozur, Barbara		Services	40.00	65.00
		(1)						
11/18/2023	Pledge	Bloom86	No	Haley, Catherine		Services	20.00	85.00
		(1)						
11/18/2023	Pledge	Bloom78	No	Farrell, Amy		Services	25.00	110.00
		(1)						
11/18/2023	Pledge	Bloom74	No	Castagna, Nicolette		Services	25.00	135.00
		(1)						
11/18/2023	Payment	Bloom81	No	Cross, Debbie		PPBEP DONATION ACCOUNT (7423)	-20.00	115.00
		(1)						
11/18/2023	Payment	Bloom74	No	Castagna, Nicolette		PPBEP DONATION ACCOUNT (7423)	-25.00	90.00
		(1)						
11/18/2023	Payment	Bloom84	No	Willi, Patrick		PPBEP DONATION ACCOUNT (7423)	-25.00	65.00
		(1)						
11/18/2023	Payment	Bloom86	No	Haley, Catherine		PPBEP DONATION ACCOUNT (7423)	-20.00	45.00
		(1)						
11/18/2023	Payment	Bloom76	No	Winterbauer, Hannah		PPBEP DONATION ACCOUNT (7423)	-25.00	20.00
		(1)						
11/18/2023	Payment	Bloom78	No	Farrell, Amy		PPBEP DONATION ACCOUNT (7423)	-25.00	-5.00
		(1)						
11/18/2023	Payment	Bloom75	No	Walker, Madison Anne		PPBEP DONATION ACCOUNT (7423)	-25.00	-30.00
		(1)						
11/18/2023	Payment	Bloom85	No	Spears, Jon		PPBEP DONATION ACCOUNT (7423)	-25.00	-55.00
		(1)						
11/18/2023	Payment	Bloom80	No	Young, Natalie		PPBEP DONATION ACCOUNT (7423)	-25.00	-80.00
		(1)						
11/18/2023	Payment	Bloom77	No	Mozur, Barbara		PPBEP DONATION ACCOUNT (7423)	-40.00	-120.00
		(1)						
11/18/2023	Pledge	Bloom84	No	Willi, Patrick		Services	25.00	-95.00
		(1)						
11/18/2023	Payment	Bloom82	No	Hines, Cecilia		PPBEP DONATION ACCOUNT (7423)	-25.00	-120.00
		(1)						
11/18/2023	Payment	Bloom79	No	Ronan, Vicki		PPBEP DONATION ACCOUNT (7423)	-25.00	-145.00
		(1)						
11/18/2023	Pledge	Bloom79	No	Ronan, Vicki		Services	25.00	-120.00
		(1)						
11/18/2023	Pledge	Bloom75	No	Walker, Madison Anne		Services	25.00	-95.00

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		(1)						
11/18/2023	Pledge	Bloom82	No	Hines, Cecilia		Services	25.00	-70.00
		(1)						
11/18/2023	Pledge	Bloom81	No	Cross, Debbie		Services	20.00	-50.00
		(1)						
11/18/2023	Pledge	Bloom76	No	Winterbauer, Hannah		Services	25.00	-25.00
		(1)						
11/18/2023	Pledge	Bloom85	No	Spears, Jon		Services	25.00	0.00
		(1)						
11/19/2023	Payment	Bloom83	No	Taylor, Marissa		PPBEP DONATION ACCOUNT (7423)	-25.00	-25.00
		(1)						
11/19/2023	Pledge	Bloom83	No	Taylor, Marissa		Services	25.00	0.00
		(1)						
11/24/2023	Payment	Bloom87	No	Stringfield, Margo		PPBEP DONATION ACCOUNT (7423)	-120.00	-120.00
		(1)						
11/24/2023	Pledge	Bloom87	No	Stringfield, Margo		Services	120.00	0.00
		(1)						
11/28/2023	Pledge	Bloom88	No	Craddock, Jane		Services	25.00	25.00
		(1)						
11/28/2023	Payment	Bloom88	No	Craddock, Jane		PPBEP DONATION ACCOUNT (7423)	-25.00	0.00
		(1)						
11/29/2023	Payment	Bloom89	No	Birch, Anne (Account #924)		PPBEP DONATION ACCOUNT (7423)	-20.00	-20.00
		(1)						
11/29/2023	Pledge	Bloom89	No	Birch, Anne (Account #924)		Services	20.00	0.00
		(1)						
<b>Total for Accounts Receivable (A/R)</b>							<b>\$0.00</b>	
Prepaid expenses								
10/19/2023	Expenditure		No			PPBEP GENERAL OPERATING ACCOUNT (7393)	3,068.45	3,068.45
11/16/2023	Expenditure		No			PPBEP GENERAL OPERATING ACCOUNT (7393)	3,546.64	6,615.09
11/30/2023	Journal Entry	CRI 1	Yes		Monthly prepaid AJE	-Split-	-278.95	6,336.14
12/31/2023	Journal Entry	CRI 2	Yes		Monthly Prepaid AJE - additional amount from Nov.	-Split-	-923.79	5,412.35
<b>Total for Prepaid expenses</b>							<b>\$5,412.35</b>	
Accounts Payable (A/P)								
10/01/2023	Bill	121489	No	Beggs & Lane, RLLP		Contract & professional fees:Legal fees	9,640.00	9,640.00
10/20/2023	Bill Payment (Check)	1001	No	Beggs & Lane, RLLP		PPBEP GENERAL OPERATING ACCOUNT (7393)	-9,640.00	0.00
11/20/2023	Bill		No	Pensacola Community Action Network		Insurance	1,200.00	1,200.00
12/12/2023	Bill Payment (Check)	1004	No	Pensacola Community Action Network		PPBEP DONATION ACCOUNT (7423)	-1,200.00	0.00
12/31/2023	Bill		No	Carr Riggs & Ingram, LLC		Contract & professional fees:Accounting fees	11,475.00	11,475.00
<b>Total for Accounts Payable (A/P)</b>							<b>\$11,475.00</b>	
HW Purchasing Card								
10/03/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	45.00	45.00
10/05/2023	Expenditure		No		PELICANPETEPARTYRENTAL	Office expenses:Equipment lease & maintenance	3,107.46	3,152.46
10/06/2023	Expenditure		No		BOTTLES UP* (1 OF 1 PA	Entertainment Meals	3,315.00	6,467.46
10/06/2023	Expenditure		No		CITY OF GULF BREEZE PARKI	Office expenses:Parking	4.32	6,471.78
10/06/2023	Expenditure		No		PAYPAL *RESTOREAMER	Office expenses	215.00	6,686.78
10/09/2023	Expenditure		No	Facebook	FACEBK 98XJLUF7P2	Advertising & marketing:Social media	6.80	6,693.58
10/09/2023	Expenditure		No	Facebook	FACEBK MGWW8UP6P2	Advertising & marketing:Social media	16.64	6,710.22
10/10/2023	Expenditure		No	GoDaddy	DNH*GODADDY.COM	Office expenses:Software & apps	23.17	6,733.39
10/12/2023	Expenditure		No	Hobby Lobby	HOBBY-LOBBY #0191	Office expenses:Office supplies	82.36	6,815.75
10/13/2023	Expenditure		No	Hobby Lobby	HOBBY-LOBBY #0191	Office expenses:Office supplies	13.98	6,829.73
10/13/2023	Expenditure		No	United Pacific	UNITED 0162333764564	Travel:Airfare	34.00	6,863.73
10/16/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	6,944.73
10/16/2023	Expenditure		No		MILE MARKER 158 DOCKSI	Entertainment Meals	2,500.12	9,444.85
10/16/2023	Expenditure		No		CARLSTEDTS LLC PENSACOL	Supplies:Supplies & materials	80.63	9,525.48
10/17/2023	Expenditure		No	Facebook	FACEBK YX4EUUK6P2	Advertising & marketing:Social	32.41	9,557.89

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/17/2023	Expenditure		No		CULLIGAN OF FORT WALTON	media Office expenses:Merchant account fees	42.45	9,600.34
10/18/2023	Expenditure		No	B&H Photo	B&H PHOTO 800-606-6969	Office expenses:Office supplies	219.00	9,819.34
10/18/2023	Expenditure		No		PAYPAL *FLORIDAMARI	Office expenses:Merchant account fees	36.00	9,855.34
10/18/2023	Expenditure		No		STICKER MULE	Office expenses:Office supplies	310.00	10,165.34
10/18/2023	Expenditure		No		PAYPAL *DISL	Office expenses:Merchant account fees	50.00	10,215.34
10/18/2023	Expenditure		No		PAYPAL *DISL	Office expenses:Merchant account fees	50.00	10,265.34
10/19/2023	Expenditure		No		CITY OF GULF BREEZE PARKI	Office expenses:Parking	7.32	10,272.66
10/19/2023	Expenditure		No	Amazon	AMZN MKTP US*TP5OB5881	Office expenses:Small tools & equipment	172.07	10,444.73
10/23/2023	Expenditure		No		MOODY GARDENS HOTEL	Travel:Hotels	194.35	10,639.08
10/24/2023	Expenditure		No	Verizon	VZWRLSS*MY VZ VB P	Occupancy:Utilities	102.18	10,741.26
10/27/2023	Expenditure		No		MOODY GARDENS HOTEL	Travel:Hotels	194.35	10,935.61
11/03/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	45.00	10,980.61
11/06/2023	Expenditure		No	Amazon	AMAZON.COM*A353N00W3	Office expenses	219.99	11,200.60
11/06/2023	Expenditure		No	Office Depot	OFFICE DEPOT #202	Office expenses:Office supplies	48.36	11,248.96
11/09/2023	Expenditure		No		MICKEY'S	Office expenses:Office supplies	14.74	11,263.70
11/09/2023	Expenditure		No		CARLSTEDTS LLC PENSACOL	Supplies:Supplies & materials	75.00	11,338.70
11/10/2023	Credit Card Credit		No		CARLSTEDTS LLC PENSACOL	Supplies:Supplies & materials	-80.63	11,258.07
11/10/2023	Expenditure		No		PAYPAL *FLORIDAMARI	Office expenses:Memberships & subscriptions	36.00	11,294.07
11/14/2023	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	PPBEP GENERAL OPERATING ACCOUNT (7393)	-10,935.61	358.46
11/14/2023	Credit Card Credit		No		CANVA US INC.	Office expenses:Office supplies	-1.00	357.46
11/14/2023	Expenditure		No		CANVA US INC.	Office expenses:Office supplies	1.00	358.46
11/14/2023	Expenditure		No		CANVA* 03968-43938600	Office expenses:Memberships & subscriptions	119.40	477.86
11/15/2023	Expenditure		No		ESCAMBIA COUNTY EMS	Service Charges	63.00	540.86
11/16/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	621.86
11/16/2023	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	24.81	646.67
11/16/2023	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	42.45	689.12
11/17/2023	Expenditure		No		PAYPAL *SAME MARINE	Office expenses:Merchant account fees	20.00	709.12
11/20/2023	Expenditure		No	Hyatt	HYATT REGENCY PORTLAND	Travel:Hotels	923.40	1,632.52
11/20/2023	Expenditure		No	Hyatt	HYATT REGENCY PORTLAND	Travel:Hotels	1,385.10	3,017.62
11/20/2023	Expenditure		No		COMPU GRAPHIX OF PENSACOL	Office expenses:Office supplies	112.50	3,130.12
11/21/2023	Expenditure		No		ZOOM.US 888-799-9666	Office expenses:Memberships & subscriptions	899.40	4,029.52
11/29/2023	Expenditure		No		COMPU GRAPHIX OF PENSACOL	Office expenses:Office supplies	112.50	4,142.02
12/04/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	45.00	4,187.02
12/11/2023	Expenditure		No	USPS	USPS PO XXXXXX0002	Office expenses:Shipping & postage	36.95	4,223.97
12/15/2023	Transfer		No		CARD PYMT HANCOCK WHITNEY 121523 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-4,029.52	194.45
12/18/2023	Expenditure		No	USPS	USPS PO XXXXXX0002	Office expenses:Shipping & postage	24.55	219.00
12/18/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	300.00
12/18/2023	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	33.96	333.96
12/19/2023	Expenditure		No	Verizon	VERIZONWRLSS*RTCCR VB	Occupancy:Utilities	50.51	384.47
12/26/2023	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	20.60	405.07
<b>Total for HW Purchasing Card</b>							<b>\$405.07</b>	
Insurance Payable								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	535.90	535.90
11/09/2023	Expenditure		No			PAYROLL NATPAY-13694854 110923 - NORMAL	535.90	1,071.80

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/24/2023	Expenditure		No		ACH DEBIT PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	(7407) PPBEP PAYROLL ACCOUNT	535.90	1,607.70
12/01/2023	Expenditure		No			(7407) PPBEP PAYROLL ACCOUNT	-2,143.60	-535.90
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	(7407) PPBEP PAYROLL ACCOUNT	535.90	0.00
12/21/2023	Expenditure		No			(7407) PPBEP PAYROLL ACCOUNT	535.90	535.90
<b>Total for Insurance Payable</b>							<b>\$535.90</b>	
Payroll wages and tax to pay								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	2,914.90	2,914.90
11/01/2023	Expenditure		No	IRS	USATAXPYMT IRS 110123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-2,914.90	0.00
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,914.86	2,914.86
11/15/2023	Expenditure		No	IRS	USATAXPYMT IRS 111523 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-2,914.86	0.00
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,064.03	3,064.03
11/29/2023	Expenditure		No	IRS	USATAXPYMT IRS 112923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,064.03	0.00
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,279.34	3,279.34
12/13/2023	Expenditure		No	IRS	USATAXPYMT IRS 121323 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,279.28	0.06
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	3,279.34	3,279.40
12/28/2023	Expenditure		No	IRS	USATAXPYMT IRS 122823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,279.34	0.06
<b>Total for Payroll wages and tax to pay</b>							<b>\$0.06</b>	
FL SUI Payable								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	305.99	305.99
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	284.31	590.30
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	151.88	742.18
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	78.62	820.80
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	43.20	864.00
<b>Total for FL SUI Payable</b>							<b>\$864.00</b>	
<b>Total for Payroll wages and tax to pay with sub-accounts</b>							<b>\$864.06</b>	
Contributed income								
10/01/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	10,000.00	10,000.00
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 090823 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	1.03	10,001.03
10/01/2023	Deposit		No		DEPOSIT	PPBEP DONATION ACCOUNT (7423)	11,500.00	21,501.03
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091223 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	250.00	21,751.03
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091323 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	257.25	22,008.28
10/01/2023	Deposit		No		Payment Bloom13 (1)	PPBEP DONATION ACCOUNT (7423)	257.25	22,265.53
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092523 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	257.25	22,522.78
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092123 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	411.60	22,934.38
10/01/2023	Deposit		No		11100002 ESCAMBIA COUNTY 092723 - ACH CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	74,000.00	96,934.38
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092023 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	257.25	97,191.63
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091823 -	PPBEP DONATION ACCOUNT	257.25	97,448.88

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/01/2023	Deposit		No		ACH CREDIT Bloomerang BLOOMERANG PAYME 091523 - ACH CREDIT	(7423) PPBEP DONATION ACCOUNT (7423)	257.25	97,706.13
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091523 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	154.35	97,860.48
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091123 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	257.25	98,117.73
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091823 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	1,000.00	99,117.73
10/03/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 100323 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	257.25	99,374.98
10/11/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	86,000.00	185,374.98
10/23/2023	Deposit		No		DEPOSIT	PPBEP DONATION ACCOUNT (7423)	250.00	185,624.98
10/27/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	30,000.00	215,624.98
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	102.94	215,727.92
11/09/2023	Deposit		No		11100002 ESCAMBIA COUNTY 110923 - ACH CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	126,350.00	342,077.92
11/16/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	5,000.00	347,077.92
11/21/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	10,000.00	357,077.92
12/05/2023	Deposit		No		DEPOSIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	10,000.00	367,077.92
12/21/2023	Deposit		No		DEPOSIT	PPBEP DONATION ACCOUNT (7423)	1,390.00	368,467.92
<b>Total for Contributed income</b>							<b>\$368,467.92</b>	
Investment income								
Interest Income								
10/01/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	0.37	0.37
10/13/2023	Deposit		No		INTEREST ADJUSTMENT - INTEREST EARNED	PPBEP GENERAL OPERATING ACCOUNT (7393)	37.71	38.08
10/13/2023	Deposit		No		INTEREST ADJUSTMENT - INTEREST EARNED	PPBEP DONATION ACCOUNT (7423)	5.78	43.86
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	9.63	53.49
10/31/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	560.07	613.56
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	119.83	733.39
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	933.10	1,666.49
11/30/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	87.90	1,754.39
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	101.18	1,855.57
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,000.68	2,856.25
12/29/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	82.40	2,938.65
<b>Total for Interest Income</b>							<b>\$2,938.65</b>	
<b>Total for Investment income</b>							<b>\$2,938.65</b>	
Services								
10/02/2023	Pledge	Bloom14 (1)	No	Wein, Bill		Accounts Receivable (A/R)	257.25	257.25
10/02/2023	Pledge	Bloom15 (1)	No	Winterbauer, Hannah		Accounts Receivable (A/R)	250.00	507.25
10/03/2023	Pledge	Bloom17 (1)	No	West, Phillip		Accounts Receivable (A/R)	154.35	661.60
10/03/2023	Pledge	Bloom19 (1)	No	Buck, Kyle		Accounts Receivable (A/R)	257.25	918.85
10/03/2023	Pledge	Bloom16 (1)	No	Barrett, Jeffrey		Accounts Receivable (A/R)	250.00	1,168.85

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/03/2023	Pledge	Bloom18	No	Cyphers, Brett		Accounts Receivable (A/R)	1,000.00	2,168.85
		(1)						
10/04/2023	Pledge	Bloom21	No	Grinnan, Nicole		Accounts Receivable (A/R)	257.25	2,426.10
		(1)						
10/04/2023	Pledge	Bloom20	No	Jarvis, Kiersten		Accounts Receivable (A/R)	250.00	2,676.10
		(1)						
10/05/2023	Pledge	Bloom22	No	Dannreuther, Wes		Accounts Receivable (A/R)	2,500.00	5,176.10
		(1)						
10/05/2023	Pledge	Bloom23	No	Compton, Vernon		Accounts Receivable (A/R)	257.25	5,433.35
		(1)						
10/06/2023	Pledge	Bloom25	No	Kohler, Michael		Accounts Receivable (A/R)	257.25	5,690.60
		(1)						
10/06/2023	Pledge	Bloom24	No	Boudreau, Darryl		Accounts Receivable (A/R)	154.35	5,844.95
		(1)						
10/08/2023	Pledge	Bloom26	No	Steiner, Matthew		Accounts Receivable (A/R)	257.25	6,102.20
		(1)						
10/08/2023	Pledge	Bloom27	No	Newbold, Amy		Accounts Receivable (A/R)	154.35	6,256.55
		(1)						
10/09/2023	Pledge	Bloom31	No	Looney, Paul		Accounts Receivable (A/R)	1,000.00	7,256.55
		(1)						
10/09/2023	Pledge	Bloom32	No	WRA Engineering		Accounts Receivable (A/R)	154.35	7,410.90
		(1)						
10/09/2023	Pledge	Bloom28	No	herndon, jane		Accounts Receivable (A/R)	154.35	7,565.25
		(1)						
10/09/2023	Pledge	Bloom30	No	Kirschenfeld, Jeffrey		Accounts Receivable (A/R)	154.35	7,719.60
		(1)						
10/10/2023	Pledge	Bloom35	No	Franklin's Promise Coalition		Accounts Receivable (A/R)	257.25	7,976.85
		(1)						
10/11/2023	Pledge	Bloom38	No	Garth, Fred		Accounts Receivable (A/R)	257.25	8,234.10
		(1)						
10/11/2023	Pledge	Bloom37	No	Cosentino, Jacey		Accounts Receivable (A/R)	154.35	8,388.45
		(1)						
10/11/2023	Pledge	Bloom36	No	Thompson, Kay		Accounts Receivable (A/R)	100.00	8,488.45
		(1)						
10/11/2023	Pledge	Bloom39	No	Rasnake, Erin		Accounts Receivable (A/R)	154.35	8,642.80
		(1)						
10/12/2023	Pledge	Bloom51	No	Akin, Macaulay		Accounts Receivable (A/R)	165.00	8,807.80
		(1)						
10/12/2023	Pledge	Bloom40	No	Speed, Woodrow		Accounts Receivable (A/R)	257.25	9,065.05
		(1)						
10/12/2023	Pledge	Bloom43	No	Posner, Sharon		Accounts Receivable (A/R)	215.00	9,280.05
		(1)						
10/12/2023	Pledge	Bloom42	No	Speed, Woodrow		Accounts Receivable (A/R)	400.00	9,680.05
		(1)						
10/12/2023	Pledge	Bloom58	No	Posner, Matthew		Accounts Receivable (A/R)	275.00	9,955.05
		(1)						
10/12/2023	Pledge	Bloom45	No	Taylor, Marissa		Accounts Receivable (A/R)	1,270.00	11,225.05
		(1)						
10/12/2023	Pledge	Bloom50	No	Herndonherndon, Jane		Accounts Receivable (A/R)	900.00	12,125.05
		(1)						
10/12/2023	Pledge	Bloom55	No	Compton, Vernon		Accounts Receivable (A/R)	150.00	12,275.05
		(1)						
10/12/2023	Pledge	Bloom60	No	Belcher, Jordan		Accounts Receivable (A/R)	40.00	12,315.05
		(1)						
10/12/2023	Pledge	Bloom54	No	Fike, Whitney		Accounts Receivable (A/R)	325.00	12,640.05
		(1)						
10/12/2023	Pledge	Bloom48	No	Steiner, Matthew		Accounts Receivable (A/R)	570.00	13,210.05
		(1)						
10/12/2023	Pledge	Bloom46	No	Kohler, Michael		Accounts Receivable (A/R)	120.00	13,330.05
		(1)						
10/12/2023	Pledge	Bloom59	No	Posner, Sharon		Accounts Receivable (A/R)	700.00	14,030.05
		(1)						
10/12/2023	Pledge	Bloom53	No	Goecker, Meg		Accounts Receivable (A/R)	205.00	14,235.05
		(1)						
10/13/2023	Pledge	Bloom61	No	McDonald, Logan		Accounts Receivable (A/R)	200.00	14,435.05
		(1)						
10/13/2023	Pledge	Bloom41	No	Bolduc, Samantha		Accounts Receivable (A/R)	225.00	14,660.05
		(1)						

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/13/2023	Pledge	Bloom49	No	Stanley, Kayla		Accounts Receivable (A/R)	50.00	14,710.05
		(1)						
10/13/2023	Pledge	Bloom44	No	Escobar, Tomas		Accounts Receivable (A/R)	85.00	14,795.05
		(1)						
10/13/2023	Pledge	Bloom57	No	Pitts, James		Accounts Receivable (A/R)	80.00	14,875.05
		(1)						
10/13/2023	Pledge	Bloom56	No	Dawson, Katherine		Accounts Receivable (A/R)	260.00	15,135.05
		(1)						
10/13/2023	Pledge	Bloom47	No	Rasnake, Erin		Accounts Receivable (A/R)	70.00	15,205.05
		(1)						
10/13/2023	Pledge	Bloom52	No	Jarvis, Kiersten		Accounts Receivable (A/R)	40.00	15,245.05
		(1)						
10/16/2023	Pledge	Bloom62	No	Cosentino, Jacey		Accounts Receivable (A/R)	120.00	15,365.05
		(1)						
10/16/2023	Pledge	Bloom64	No	Alfaro, Jose		Accounts Receivable (A/R)	480.00	15,845.05
		(1)						
10/16/2023	Pledge	Bloom63	No	Cosentino, Jacey		Accounts Receivable (A/R)	100.00	15,945.05
		(1)						
10/20/2023	Pledge	Bloom65	No	pingrey, Ronald		Accounts Receivable (A/R)	150.00	16,095.05
		(1)						
11/03/2023	Pledge	Bloom66	No	Huffman, Christopher		Accounts Receivable (A/R)	25.00	16,120.05
		(1)						
11/07/2023	Pledge	Bloom67	No	Birch, Anne		Accounts Receivable (A/R)	25.00	16,145.05
		(1)						
11/07/2023	Pledge	Bloom68	No	Fikes, Ryan		Accounts Receivable (A/R)	25.00	16,170.05
		(1)						
11/07/2023	Pledge	Bloom69	No	Bastajian, Susan H		Accounts Receivable (A/R)	1,200.00	17,370.05
		(1)						
11/08/2023	Pledge	Bloom70	No	Wagley, Christian		Accounts Receivable (A/R)	25.00	17,395.05
		(1)						
11/13/2023	Pledge	Bloom71	No	Kelson, Jeanette		Accounts Receivable (A/R)	25.00	17,420.05
		(1)						
11/14/2023	Pledge	Bloom72	No	Carter, John		Accounts Receivable (A/R)	25.00	17,445.05
		(1)						
11/16/2023	Pledge	Bloom73	No	Karlen, David		Accounts Receivable (A/R)	25.00	17,470.05
		(1)						
11/18/2023	Pledge	Bloom74	No	Castagna, Nicolette		Accounts Receivable (A/R)	25.00	17,495.05
		(1)						
11/18/2023	Pledge	Bloom78	No	Farrell, Amy		Accounts Receivable (A/R)	25.00	17,520.05
		(1)						
11/18/2023	Pledge	Bloom80	No	Young, Natalie		Accounts Receivable (A/R)	25.00	17,545.05
		(1)						
11/18/2023	Pledge	Bloom77	No	Mozur, Barbara		Accounts Receivable (A/R)	40.00	17,585.05
		(1)						
11/18/2023	Pledge	Bloom86	No	Haley, Catherine		Accounts Receivable (A/R)	20.00	17,605.05
		(1)						
11/18/2023	Pledge	Bloom81	No	Cross, Debbie		Accounts Receivable (A/R)	20.00	17,625.05
		(1)						
11/18/2023	Pledge	Bloom76	No	Winterbauer, Hannah		Accounts Receivable (A/R)	25.00	17,650.05
		(1)						
11/18/2023	Pledge	Bloom85	No	Spears, Jon		Accounts Receivable (A/R)	25.00	17,675.05
		(1)						
11/18/2023	Pledge	Bloom82	No	Hines, Cecilia		Accounts Receivable (A/R)	25.00	17,700.05
		(1)						
11/18/2023	Pledge	Bloom75	No	Walker, Madison Anne		Accounts Receivable (A/R)	25.00	17,725.05
		(1)						
11/18/2023	Pledge	Bloom79	No	Ronan, Vicki		Accounts Receivable (A/R)	25.00	17,750.05
		(1)						
11/18/2023	Pledge	Bloom84	No	Willi, Patrick		Accounts Receivable (A/R)	25.00	17,775.05
		(1)						
11/19/2023	Pledge	Bloom83	No	Taylor, Marissa		Accounts Receivable (A/R)	25.00	17,800.05
		(1)						
11/24/2023	Pledge	Bloom87	No	Stringfield, Margo		Accounts Receivable (A/R)	120.00	17,920.05
		(1)						
11/28/2023	Pledge	Bloom88	No	Craddock, Jane		Accounts Receivable (A/R)	25.00	17,945.05
		(1)						
11/29/2023	Pledge	Bloom89	No	Birch, Anne (Account #924)		Accounts Receivable (A/R)	20.00	17,965.05
		(1)						



# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Services</b>							<b>\$17,965.05</b>	
Advertising & marketing								
Social media								
10/09/2023	Expenditure		No	Facebook	FACEBK 98XJLUF7P2	HW Purchasing Card	6.80	6.80
10/09/2023	Expenditure		No	Facebook	FACEBK MGWW8UP6P2	HW Purchasing Card	16.64	23.44
10/17/2023	Expenditure		No	Facebook	FACEBK YX4EUUK6P2	HW Purchasing Card	32.41	55.85
<b>Total for Social media</b>							<b>\$55.85</b>	
Website ads								
10/16/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	81.00
11/16/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	162.00
12/18/2023	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	243.00
<b>Total for Website ads</b>							<b>\$243.00</b>	
<b>Total for Advertising &amp; marketing</b>							<b>\$298.85</b>	
Contract & professional fees								
Accounting fees								
12/31/2023	Bill		No	Carr Riggs & Ingram, LLC	October & November	Accounts Payable (A/P)	11,475.00	11,475.00
<b>Total for Accounting fees</b>							<b>\$11,475.00</b>	
Legal fees								
10/01/2023	Bill	121489	No	Beggs & Lane, RLLP	Beggs & Lane, RLLP	Accounts Payable (A/P)	9,640.00	9,640.00
11/16/2023	Check	1002	No	Beggs & Lane, RLLP	Statement No 125788	PPBEP GENERAL OPERATING ACCOUNT (7393)	2,915.00	12,555.00
11/16/2023	Check	1002	No	Beggs & Lane, RLLP	Statement No 125787	PPBEP GENERAL OPERATING ACCOUNT (7393)	2,915.00	15,470.00
12/20/2023	Check	1003	No	Beggs & Lane, RLLP	Statement No 126497	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,392.00	16,862.00
12/20/2023	Check	1003	No	Beggs & Lane, RLLP	Statement No 126277	PPBEP GENERAL OPERATING ACCOUNT (7393)	5,610.00	22,472.00
<b>Total for Legal fees</b>							<b>\$22,472.00</b>	
<b>Total for Contract &amp; professional fees</b>							<b>\$33,947.00</b>	
Entertainment Meals								
10/06/2023	Expenditure		No		BOTTLES UP* (1 OF 1 PA	HW Purchasing Card	3,315.00	3,315.00
10/16/2023	Expenditure		No		MILE MARKER 158 DOCKSI	HW Purchasing Card	2,500.12	5,815.12
10/27/2023	Expenditure		No		SALE GRAYSON BAY OYST 102723 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	500.00	6,315.12
<b>Total for Entertainment Meals</b>							<b>\$6,315.12</b>	
Insurance								
11/02/2023	Expenditure		No		WC INS Bridgefield Casu 110223 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	350.45	350.45
11/16/2023	Expenditure		No		INSURANCE HUB FLORIDA 111623 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	322.42	672.87
11/17/2023	Deposit		No		RECREDIT Hancock Whitney 111723 - ACH CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,869.06	-3,196.19
11/20/2023	Bill		No	Pensacola Community Action Network	Slow Ride Nov. 2023	Accounts Payable (A/P)	1,200.00	-1,996.19
11/22/2023	Expenditure		No		INSURANCE HUB FLORIDA 112223 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	3,869.06	1,872.87
11/30/2023	Journal Entry	CRI 1	Yes		Monthly prepaid AJE	-Split-	278.95	2,151.82
12/04/2023	Expenditure		No		WC INS Bridgefield Casu 120423 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	2,342.27
12/22/2023	Expenditure		No		INSURANCE HUB FLORIDA 122223 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	140.70	2,482.97
12/31/2023	Journal Entry	CRI 2	Yes		Monthly Prepaid AJE - additional amount from Nov.	-Split-	923.79	3,406.76
<b>Total for Insurance</b>							<b>\$3,406.76</b>	
Liability insurance								
10/19/2023	Expenditure		No			PPBEP GENERAL OPERATING ACCOUNT (7393)	278.95	278.95
<b>Total for Liability insurance</b>							<b>\$278.95</b>	
<b>Total for Insurance with sub-accounts</b>							<b>\$3,685.71</b>	
Interest paid								
10/01/2023	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-2.43	-2.43
<b>Total for Interest paid</b>							<b>\$ -2.43</b>	
Occupancy								

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Utilities								
10/24/2023	Expenditure		No	Verizon	VZWRLSS*MY VZ VB P	HW Purchasing Card	102.18	102.18
12/19/2023	Expenditure		No	Verizon	VERIZONWRLSS*RTCCR VB	HW Purchasing Card	50.51	152.69
<b>Total for Utilities</b>							<b>\$152.69</b>	
<b>Total for Occupancy</b>							<b>\$152.69</b>	
Office expenses								
10/06/2023	Expenditure		No		PAYPAL *RESTOREAMER	HW Purchasing Card	215.00	215.00
11/06/2023	Expenditure		No	Amazon	AMAZON.COM*A353N00W3	HW Purchasing Card	219.99	434.99
<b>Total for Office expenses</b>							<b>\$434.99</b>	
Bank fees & service charges								
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091523 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	12.54	12.54
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091223 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.55	20.09
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091323 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.76	27.85
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092823 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.76	35.61
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092523 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.76	43.37
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092123 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	12.24	55.61
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 092023 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.76	63.37
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091823 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	37.06	100.43
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 091123 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	7.76	108.19
10/01/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 090823 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	0.33	108.52
10/03/2023	Deposit		No		Bloomerang BLOOMERANG PAYME 100323 - ACH CREDIT	PPBEP DONATION ACCOUNT (7423)	2.87	111.39
10/04/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	7.76	119.15
10/05/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	56.94	176.09
10/06/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	15.31	191.40
10/10/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	80.56	271.96
10/11/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	12.54	284.50
10/12/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	56.18	340.68
10/13/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	23.50	364.18
10/16/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	12.54	376.72
10/17/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	184.09	560.81
10/18/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	21.20	582.01
10/23/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	2.35	584.36
10/30/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	1.80	586.16
11/07/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	1.10	587.26
11/09/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	40.90	628.16
11/10/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	1.10	629.26
11/15/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	1.10	630.36
11/16/2023	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	1.10	631.46
11/20/2023	Expenditure		No			PPBEP DONATION ACCOUNT	1.10	632.56

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
						(7423)		
11/22/2023	Expenditure		No			PPBEP DONATION ACCOUNT	14.46	647.02
11/28/2023	Expenditure		No			PPBEP DONATION ACCOUNT	4.14	651.16
11/30/2023	Expenditure		No			PPBEP DONATION ACCOUNT	1.10	652.26
12/01/2023	Expenditure		No			PPBEP DONATION ACCOUNT	0.94	653.20
<b>Total for Bank fees &amp; service charges</b>							<b>\$653.20</b>	
Equipment lease & maintenance								
10/05/2023	Expenditure		No		PELICANPETEPARTYRENTAL	HW Purchasing Card	3,107.46	3,107.46
11/16/2023	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	24.81	3,132.27
12/26/2023	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	20.60	3,152.87
<b>Total for Equipment lease &amp; maintenance</b>							<b>\$3,152.87</b>	
Memberships & subscriptions								
11/10/2023	Expenditure		No		PAYPAL *FLORIDAMARI	HW Purchasing Card	36.00	36.00
11/14/2023	Expenditure		No		CANVA* 03968-43938600	HW Purchasing Card	119.40	155.40
11/21/2023	Expenditure		No		ZOOM.US 888-799-9666	HW Purchasing Card	899.40	1,054.80
<b>Total for Memberships &amp; subscriptions</b>							<b>\$1,054.80</b>	
Merchant account fees								
10/13/2023	Expenditure		No		ACCTVERIFY 50350003 PENSACO 101323 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT	0.11	0.11
10/13/2023	Deposit		No		ACCTVERIFY 50350003 PENSACO 101323 - ACH CREDIT	PPBEP PAYROLL ACCOUNT	-0.11	0.00
10/17/2023	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	42.45	42.45
10/18/2023	Expenditure		No		PAYPAL *DISL	HW Purchasing Card	50.00	92.45
10/18/2023	Expenditure		No		PAYPAL *DISL	HW Purchasing Card	50.00	142.45
10/18/2023	Expenditure		No		PAYPAL *FLORIDAMARI	HW Purchasing Card	36.00	178.45
11/16/2023	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	42.45	220.90
11/17/2023	Expenditure		No		PAYPAL *SAME MARINE	HW Purchasing Card	20.00	240.90
12/18/2023	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	33.96	274.86
<b>Total for Merchant account fees</b>							<b>\$274.86</b>	
Office supplies								
10/12/2023	Expenditure		No	Hobby Lobby	HOBBY-LOBBY #0191	HW Purchasing Card	82.36	82.36
10/13/2023	Expenditure		No	Hobby Lobby	HOBBY-LOBBY #0191	HW Purchasing Card	13.98	96.34
10/18/2023	Expenditure		No		STICKER MULE	HW Purchasing Card	310.00	406.34
10/18/2023	Expenditure		No	B&H Photo	B&H PHOTO 800-606-6969	HW Purchasing Card	219.00	625.34
10/25/2023	Expenditure		No		CHK ORDERS HARLAND CLARKE 102523 - CHECK ORDER CHG	PPBEP GENERAL OPERATING ACCOUNT (7393)	236.45	861.79
11/06/2023	Expenditure		No	Office Depot	OFFICE DEPOT #202	HW Purchasing Card	48.36	910.15
11/09/2023	Expenditure		No		MICKEY'S	HW Purchasing Card	14.74	924.89
11/14/2023	Expenditure		No		CANVA US INC.	HW Purchasing Card	1.00	925.89
11/14/2023	Credit Card Credit		No		CANVA US INC.	HW Purchasing Card	-1.00	924.89
11/20/2023	Expenditure		No		COMPU GRAPHIX OF PENSACOL	HW Purchasing Card	112.50	1,037.39
11/29/2023	Expenditure		No		COMPU GRAPHIX OF PENSACOL	HW Purchasing Card	112.50	1,149.89
<b>Total for Office supplies</b>							<b>\$1,149.89</b>	
Parking								
10/06/2023	Expenditure		No		CITY OF GULF BREEZE PARKI	HW Purchasing Card	4.32	4.32
10/19/2023	Expenditure		No		CITY OF GULF BREEZE PARKI	HW Purchasing Card	7.32	11.64
<b>Total for Parking</b>							<b>\$11.64</b>	
Shipping & postage								
12/11/2023	Expenditure		No	USPS	USPS PO XXXXXX0002	HW Purchasing Card	36.95	36.95
12/18/2023	Expenditure		No	USPS	USPS PO XXXXXX0002	HW Purchasing Card	24.55	61.50
<b>Total for Shipping &amp; postage</b>							<b>\$61.50</b>	
Small tools & equipment								
10/19/2023	Expenditure		No	Amazon	AMZN MKTP US*TP5OB5881	HW Purchasing Card	172.07	172.07
<b>Total for Small tools &amp; equipment</b>							<b>\$172.07</b>	
Software & apps								
10/03/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	45.00	45.00
10/10/2023	Expenditure		No	GoDaddy	DNH*GODADDY.COM	HW Purchasing Card	23.17	68.17
11/03/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	45.00	113.17
12/04/2023	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	45.00	158.17

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Software &amp; apps</b>							<b>\$158.17</b>	
<b>Total for Office expenses with sub-accounts</b>							<b>\$7,123.99</b>	
Payroll expenses								
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE PAY-DR	PPBEP PAYROLL ACCOUNT (7407)	457.00	457.00
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	121.50	578.50
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	121.50	700.00
<b>Total for Payroll expenses</b>							<b>\$700.00</b>	
FICA tax								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	319.06	319.06
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	181.94	501.00
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	365.99	866.99
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	279.24	1,146.23
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	39.81	1,186.04
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	181.94	1,367.98
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	365.98	1,733.96
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	279.25	2,013.21
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	197.24	2,210.45
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	411.89	2,622.34
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	39.82	2,662.16
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	427.18	3,089.34
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	349.65	3,438.99
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	212.54	3,651.53
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	321.97	3,973.50
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	212.55	4,186.05
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	319.03	4,505.08
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	135.86	4,640.94
<b>Total for FICA tax</b>							<b>\$4,640.94</b>	
FL SUI								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	114.75	114.75
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	114.75	229.50
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	76.50	306.00
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	17.77	323.77
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	88.85	412.62
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	71.08	483.70
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	106.62	590.32
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	63.28	653.60
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	42.19	695.79

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	37.97	733.76
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	8.44	742.20
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	19.66	761.86
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	27.52	789.38
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	31.45	820.83
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	15.12	835.95
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	10.80	846.75
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	12.96	859.71
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	4.32	864.03
<b>Total for FL SUI</b>							<b>\$864.03</b>	
Health insurance & accident plans								
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	224.70	224.70
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	173.77	398.47
10/27/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	137.43	535.90
11/09/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	173.77	709.67
11/09/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	183.18	892.85
11/09/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	41.52	934.37
11/09/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	137.43	1,071.80
11/16/2023	Expenditure		No		CORP PAY PPBEP PRA 111623 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,143.71	6,215.51
11/16/2023	Expenditure		No		CORP PAY PPBEP PRA 111623 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	462.53	6,678.04
11/16/2023	Expenditure		No		CORP PAY PPBEP PRA 111623 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,966.16	8,644.20
11/24/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	137.43	8,781.63
11/24/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	183.18	8,964.81
11/24/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	41.52	9,006.33
11/24/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	173.77	9,180.10
11/28/2023	Expenditure		No		EMPL FEE HSA BANK 112823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	9,190.10
12/01/2023	Expenditure		No		CORP PAY PPBEP PRA 120123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	82.31	9,272.41
12/01/2023	Expenditure		No		CORP PAY PPBEP PRA 120123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	576.28	9,848.69
12/01/2023	Expenditure		No		CORP PAY PPBEP PRA 120123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	411.63	10,260.32
12/01/2023	Expenditure		No		CORP PAY PPBEP PRA 120123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	576.28	10,836.60
12/08/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	224.70	11,061.30
12/08/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	173.77	11,235.07
12/08/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	137.43	11,372.50
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	34.35	11,406.85
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	192.08	11,598.93

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	135.70	11,734.63
12/21/2023	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	173.77	11,908.40
12/27/2023	Expenditure		No		EMPL FEE HSA BANK 122723 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	11,918.40
<b>Total for Health insurance &amp; accident plans</b>							<b>\$11,918.40</b>	
Salaries & wages								
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE	PPBEP PAYROLL ACCOUNT (7407)	2,378.30	2,378.30
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE	PPBEP PAYROLL ACCOUNT (7407)	4,170.69	6,548.99
10/27/2023	Expenditure		No		PAYROLL 50350003 PENSACO - FORCE PAY-DR	PPBEP PAYROLL ACCOUNT (7407)	4,784.11	11,333.10
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,784.11	16,117.21
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,378.30	18,495.51
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,650.24	22,145.75
11/09/2023	Expenditure		No		PAYROLL NATPAY-13694854 110923 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	520.45	22,666.20
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,578.30	25,244.50
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,650.24	28,894.74
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	520.45	29,415.19
11/24/2023	Expenditure		No		PAYROLL 50350003 PENSACO 112423 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,384.11	34,799.30
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,570.69	39,369.99
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,778.30	42,148.29
12/08/2023	Expenditure		No		PAYROLL NATPAY-13694854 120823 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,584.17	47,732.46
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,778.30	50,510.76
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,208.69	54,719.45
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,170.18	58,889.63
12/21/2023	Expenditure		No		PAYROLL 50350003 PENSACO 122123 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,775.93	60,665.56
<b>Total for Salaries &amp; wages</b>							<b>\$60,665.56</b>	
<b>Total for Payroll expenses with sub-accounts</b>							<b>\$78,788.93</b>	
Service Charges								
11/15/2023	Expenditure		No		ESCAMBIA COUNTY EMS	HW Purchasing Card	63.00	63.00
<b>Total for Service Charges</b>							<b>\$63.00</b>	
Supplies								
Supplies & materials								
10/16/2023	Expenditure		No		CARLSTEDTS LLC PENSACOL	HW Purchasing Card	80.63	80.63
11/09/2023	Expenditure		No		CARLSTEDTS LLC PENSACOL	HW Purchasing Card	75.00	155.63
11/10/2023	Credit Card Credit		No		CARLSTEDTS LLC PENSACOL	HW Purchasing Card	-80.63	75.00
<b>Total for Supplies &amp; materials</b>							<b>\$75.00</b>	
<b>Total for Supplies</b>							<b>\$75.00</b>	
Travel								
Airfare								
10/13/2023	Expenditure		No	United Pacific	UNITED 0162333764564	HW Purchasing Card	34.00	34.00
<b>Total for Airfare</b>							<b>\$34.00</b>	
Hotels								
10/23/2023	Expenditure		No		MOODY GARDENS HOTEL	HW Purchasing Card	194.35	194.35
10/27/2023	Expenditure		No		MOODY GARDENS HOTEL	HW Purchasing Card	194.35	388.70
11/20/2023	Expenditure		No	Hyatt	HYATT REGENCY PORTLAND	HW Purchasing Card	923.40	1,312.10

# Pensacola and Perdido Bays Estuary Program, Inc.

## General Ledger

October - December, 2023

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/20/2023	Expenditure		No	Hyatt	HYATT REGENCY PORTLAND	HW Purchasing Card	1,385.10	2,697.20
<b>Total for Hotels</b>							<b>\$2,697.20</b>	
<b>Total for Travel</b>							<b>\$2,731.20</b>	



## Agenda Item 7.b.

### Affirm 2024 Bank Signature Authority

Background: Per the Unanimous Written Consent to Resolutions, the Chairman and Vice Chairman are authorized to designate officers and agents to sign or countersign checks, drafts or other orders for the payment of money issued in the name of the Corporation against any such account.

Recommendation: Recommend the Board affirm calendar year 2024 signature authority for the Chairman, Vice Chairman, and Executive Director for Pensacola and Perdido Bays Estuary Program's Hancock Whitney Bank accounts.

Financial Impact: None.





### Agenda Item 7.c.

#### **Ratifying Approval of Executive Director's Action Authorizing Brett J. Cyphers of Anfield Consulting Group Inc. to Serve as Pensacola and Perdido Bays Estuary Program's State Lobbyist for FY23-24**

Background: The Pensacola and Perdido Bays Estuary Program has been without a lobbyist since becoming independent of Escambia County in October 2023. While the Estuary Program may have access to our Board member's agencies' lobbyists, having a dedicated lobbyist to advocate for Estuary Program funding priorities is critical to the organizations long-term success.

Brett J. Cyphers, of Anfield Consulting Group, has agreed to serve as the Program's registered lobbyist for fiscal year 2023-2024 at no-cost to the Program. Prior to joining Anfield, Brett served as the Executive Director of the Northwest Florida Water Management District, and has extensive experience working within DEP, Florida House of Representatives, and the Office of the Governor. Brett's resume and Anfield's profile are enclosed.

Recommendation: Recommend the Board ratify approval of the Executive Director's action authorizing Brett J. Cyphers of Anfield Consulting Group Inc. to serve as Pensacola and Perdido Bays Estuary Program's state lobbyist, at no cost, for FY23-24.

Financial Impact: None.

# Anfield [CONSULTING]

Anfield, through its representatives, has more than 100 years of experience in government relations, and has successfully represented clients before the Florida Legislature, the Governor and Cabinet, state agencies, boards, task forces, commissions, water management districts, and local governments. Anfield is a boutique firm specializing in legislative, agency and local government representation, and is a Florida corporation in good standing.

In addition to knowledge of government regulatory and legislative processes, we have in-depth, substantive knowledge of matters directly relating to healthcare, insurance, growth management, transportation, professional associations, local government, human services, criminal justice reform, information technology and water and environmental issues. We have personal relationships with many of the key agency, local government and legislative staff, and we routinely represent clients in general budget matters. We also have strong relationships within the executive office of the Governor, with a number of key legislative leaders, other legislators on key committees, and numerous local officials and staff throughout the State. These relationships allow us to represent our clients effectively in the legislative, local government and agency processes on substantive issues.

SINCE OUR FOUNDING, ANFIELD HAS HELPED TO SECURE FUNDING FOR MUNICIPAL, NOT FOR PROFIT, AND PRIVATE SECTOR CLIENTS. HIGHLIGHTS INCLUDE:

**450+**

MILLION DOLLARS

*for water infrastructure projects for private and local government clients.*

**70+**

MILLION DOLLARS

*for transportation projects for multiple clients.*

**60+**

MILLION DOLLARS

*in supplemental child welfare services, substance abuse, mental health, and direct health care services.*

Since our founding, Anfield has drafted, lobbied, successfully passed and implemented legislation across multiple issue areas including, but not limited to, the following:

- The Florida Keys Stewardship Act
- The Polk County Water Cooperative
- Everglades Restoration legislation
- Water Quality Enhancement Area legislation (water quality credit trading)
- Water Quality Protection legislation (biosolids and stormwater management)

**Brett Cyphers** [Partner], has a public service background spanning over two decades, in multiple legislative, executive, state agency, and water management district roles. Most recently, Brett served as Executive Director of the Northwest Florida Water Management District, where he focused on developing broad partnerships to achieve springs restoration, overall water supply and quality improvements, and significant permitting efficiencies and service upgrades. Brett's work in Florida government began as a member of the Senate's reapportionment staff in 2001, followed by two years as a legislative assistant to then-Sen. Victor Crist. In 2004, Brett joined Gov. Jeb Bush's administration as a policy and budget analyst in the area of water resources, before he moved to a community and legislative affairs role with the Southwest Florida Water Management District in 2005. Brett moved back to Tallahassee in 2007 to serve as environmental policy chief for Gov. Charlie Crist. He then spent two years with the Florida House of Representatives, first as policy chief in the Majority Office and then as staff director for the State Affairs Subcommittee. In 2011, Brett joined the Department of Environmental Protection overseeing water management district budgets, process improvements, and accountability measures, before moving to the Northwest Florida Water Management District in 2012. Prior to his work in Florida government, Brett served with the U.S. Army and the Florida National Guard which included combat operations during Operation Desert Storm, as well as relief efforts following Hurricane Andrew in 1992. He also holds a B.S. in Social Science from Florida State University.

**Natalie Fausel, AICP** [Partner], has served over 20 years in the land use, water resources, and climate resilience fields. Prior to joining the Anfield team, she served as the Florida Director of Government Affairs for Renew Financial, a Property Assessed Clean Energy Financing (PACE) company, providing funding to private properties for energy efficiency, renewable energy and wind mitigation improvements. Recently, Natalie served as Palm Beach County's first Climate Change and Sustainability Coordinator leading the County's climate change and sustainability efforts, including representation with the Southeast Florida Regional Climate Change Compact, where she worked with departments to identify, prioritize, plan, develop, promote, and coordinate climate change and sustainability initiatives. Her experience further incorporates 9 years at the South Florida Water Management District including work in intergovernmental coordination, regional water supply planning, sea level rise and climate change issues, water conservation and alternative water supply, and policy analysis. From 1999 to 2006, she was also at the South Florida Regional Planning Council as an economic planner, the City of Hollywood as the Zoning Manager and Development Review supervisor, and Calvin Giordano and Associates, Inc. where she worked on large developments, DRIs, and providing local community development services.

**Edgar G. Fernandez** [Partner], has been working in the legislative and governmental arena for over 30 years serving in many capacities. Prior to joining Anfield in 2015, he was with Miami-Dade County for 17 years. From 2007 to 2015 he served as the Senior Assistant responsible for coordinating the governmental affairs and policy development of all state and federal legislative and appropriations issues for the Miami-Dade County Water and Sewer Department. Mr. Fernandez, from 1998 to 2007, also served as the Governmental Affairs Liaison and Assistant to the Miami-Dade County Manager which required coordinating county, state and federal legislative issues between the County Mayor, Board of County Commission, Office of Intergovernmental Affairs, other local governments and County Departments. Also, from 1998 to 2001, he was the Director of Public Affairs and Chief of Staff to two County Commissioners. Prior to working for Miami-Dade County, from 1992 to 1998, he was the Senior Field Director for the Florida Medical Association, where he was responsible for all legislative, membership and political action issues for the Central, Southeast and Southwest Florida Regions. In 2015 he retired from the U.S. Air Force Reserves where he served in both active duty and active reserves.

# Brett J. Cyphers

4442 Maylor Road • Tallahassee, FL 32308 • 850-566-4142 • brett@anfieldflorida.com

---

## EXPERIENCE

---

**03/2022 – Present**

***Partner, Anfield Consulting (Tallahassee/Coral Gables, FL)***

- Works with clients to navigate executive, legislative, regional, and local processes and structures to maximize policy, market, appropriations, and regulatory success.

**06/2012 – 02/2022**

***Assistant Executive Director/Executive Director, Northwest Florida Water Management District (Havana, FL)***

- Directed staff, budget, and operations of the Water Management District.
- Worked with nine-member Governing Board, EOG, and Legislature to develop and implement District policy and budget.
- Worked with local, state, and federal government officials and staff throughout the District's sixteen-county region to address regional concerns.
- Worked with taxpayers, citizens, and the regulated community to provide efficient and effective service with maximum transparency and predictability.

**06/2011 – 06/2012**

***Director of Water Management District Budget Oversight, Dept. of Environmental Protection (Tallahassee, FL)***

- Directed budget review and analysis of the budgets for Florida's five Water Management Districts.
- Developed policies and framework to provide greater oversight of Water Management District operations and practices.
- Worked with executive and legislative staff and members to develop budget oversight legislation.
- Advised Governor, Secretary, Chief of Staff and Deputy Secretaries regarding Water Management District policy and budget issues.

**11/2010 – 06/2011**

***Policy Chief, Florida House of Representatives, Federal Affairs Subcommittee (Tallahassee, FL)***

- Directed subcommittee that handles matters related to state/federal relations, specifically federal policy that impacts state economy, taxpayers, or individual rights; included policy areas such as environmental protection and water, energy, public safety, taxes, and insurance.
- Facilitated subcommittee meetings and worked with the State Affairs Committee on priority legislation.
- Drafted legislation and amendments; conducted research and wrote legislative analyses.
- Advised committee chairman and legislators; managed committee staff.

**03/2009 – 11/2010**

***Chief Policy Analyst, Florida House of Representatives, Majority Office (Tallahassee, FL)***

- Managed legislation in areas such as environmental preservation, agriculture, water, energy, public safety, finance and tax.
- Provided recommendations to House leadership and members on these issues.
- Developed position papers, drafted press releases and wrote talking points for leadership and members.
- Provided political and policy resources to members and their staff.

**04/2007 – 03/2009**

***Policy Chief, Executive Office of the Governor, Office of Policy and Budget (Tallahassee, FL)***

- Policy advisor in the area of agriculture, fish and wildlife, water, energy, and other natural resources.
- Provided recommendations to the Governor and staff for the signing or veto of legislative and budget items.
- Lobbied the Legislature on behalf of the Governor; drafted legislation, conducted legislative research.
- Worked closely with agency staff and stakeholder groups; managed unit staff.
- Directed the annual review of Water Management District Budgets and provided recommendations to the Governor.

**07/2005 – 04/2007**

***Community Affairs Coordinator, Southwest Florida Water Management District (Brooksville, FL)***

- Managed relations between the Water Management District and municipal, county, and state elected officials and staff.
- Acted as liaison between regulated community and the Water Management District.
- Managed District Cooperative Funding Program for Polk, Hardee, and Highlands Counties.
- Worked closely with Governing Board and Basin Board members regarding regional and state water issues.

**04/2004 – 07/2005**

***Governmental Analyst, Executive Office of the Governor, Office of Policy and Budget (Tallahassee, FL)***

- Conducted annual review and analysis for each of the five Water Management District budgets and provided recommendations to the Governor.
- Provided analysis and recommendations to the Governor and staff on all water related legislation and policy.
- Worked cooperatively with Water Management District and agency leadership and staff.

---

## EDUCATION

---

### ***Florida State University (Tallahassee, FL)***

- Bachelor of Arts in Social Sciences; Concentration in History and Political Science.

### ***University of South Florida & Hillsborough Community College (Tampa, FL)***

- Associate of Arts in Liberal Arts; Concentration in History and Education.
- 

## MILITARY SERVICE

---

### ***U.S. Army National Guard***

- 1992 – 1994; Communications Specialist
- Served in Hurricane Andrew Relief Efforts.

### ***U.S. Army***

- 1989 – 1992; Armor Crewman.
  - Served in Gulf War (Operations Desert Shield and Desert Storm); Last duty station, Ft. Stewart, GA.
- 

## REFERENCES

---

References are available on request.



### Agenda Item 7.d.

#### **Approval of a Purchase Order with Lensea Films, in the amount of \$20,000, for Video Production Services in Support of the Trash Free Waters Litter Prevention Campaign**

Background: The EPA Trash Free Waters grant budgeted \$20,000 to develop an educational video campaign targeted to highlight the impacts of waterborne trash and other activities associated with the Trash Free Waters project. As the grant is hosted through Escambia County, the County Office of Purchasing issued a Request for Proposals on November 22, 2023. The RFP closed on December 15, 2023 with eight firms responding. The selection committee, comprised of Matt Posner, Logan McDonald, and Tim Day, reviewed and selected Lensea Film based in Pensacola. The County Office of Purchasing will open a purchase order with Lensea Film of up to \$20,000 to complete the production scope of work.

Recommendation: Recommend the Board approve a purchase order with Lensea Films, in the amount of \$20,000, for video production services in support of the Trash Free Waters Litter Prevention Campaign.

Financial Impact: This action will obligate \$20,000 in the EPA Trash Free Waters grant.



CAPTURED WITH INTENTION | CREATED FOR IMPACT

# Hello.

**Do good recklessly.** This is the perfect project to illustrate that point and we're excited about the opportunity to join the PPBEP in creating awareness about the health of our waterways. Based on our first discovery meeting, we have a good understanding of the immediate needs. That said, we see a ton of potential utilizing video to support the already wonderfully impactful work of the PPBEP team.

The goal of this proposal is to provide clarity about the possibilities and their respective costs. We're immensely honored to be a part of this project and look forward to the opportunity of supporting the most near and dear thing to us... nature.







## This is what we do.

We've built our success as a production company on the principles of collaboration and intention. Our team brings together creative specialists who are masters in their craft, from cinematographers, to art directors, sound engineers, and editors, all committed to producing inspired motion picture content in pursuit of good.

Beyond investments in technology and equipment it is the cultivation of this team that defines the intentionality and impact behind our work. Undimmed by the possibilities of stories untold, we let our empathy and desire for community drive us. We look forward to building community together with your team. We love what we do and we don't take your consideration lightly, thank you.



# Meet the Team

**David Cooke**  
*Assistant Director*



**Destyn Patera**  
*Founder / Director | DP*



**Sean Peterson**  
*Audio Engineer*



**Lani Hall**  
*Executive Assistant*



**Jared Cramblet**  
*Producer / Admin*



**Austin Owens**  
*Art Department*



**Chris Vargas**  
*Lead Editor*



## OUR PARTNERS

Always leading with intention. Layered between technical expertise and the unshakable drive to do better for our cohort, our community, and our clients.





**CLEVE BELLAR**  
Chief Marketing Officer



# BRAND STORY

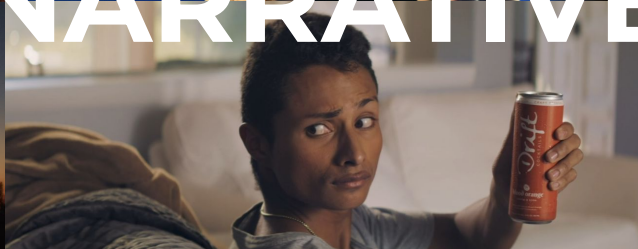


**Sean Peterson**  
Audio Engineer





# NARRATIVE





Awareness.

Action.

We aim to take our audience from awareness and move them into action. To move the needle in motivating people to take action we need to grab their attention with something unique. Your team has done a wonderful job sharing information about Captener Creek, Jones Creek, and Pond Creek, now let's drive people to that information with an attention grabbing approach that your team can use across multiple platforms.

We see this effort as an immediate opportunity but also a foundation for future campaigns about preserving waterways. While it may not be our primary objective, let's look beyond the specific waterways we discuss and build something that influences other communities. Driving forward continued support for the PPBEP mission and creating a path forward for future campaign efforts.



Camera Movement.

Organic. Lifelike. Expressive.



We're interested in exploring a unique option for this drone videography and we have been working closely with a local pilot to build an FPV platform that's appropriate for this type of flying. This unique look at aerial cinematography is incredibly captivating, unique, and gives us a sense of flying like a bird through the space. This technique mixed with sound design offers a really immersive view at spaces. It would be incredible to do this along the winding rivers.





Art.

Nature.

Earlier this year I read Robin Wall Kimmerer's uniquely positioned perspective on how to face environmental challenges and the importance of connecting with the earth, *Braiding Sweetgrass*. My personal experience was an immediately deeper connection with the earth around me, and an understanding that when we use our gifts to nurture the world, we nurture ourselves. There's a strong parallel between the give and take of poetry (and artistry in general) and nature. We must give to receive and vice versa. In the spirit of Robin's incredibly successful use of Indigenous Wisdom and Science to support her narrative about the teachings of plants, we feel it could be an incredibly effective way to tell the story of these creeks. We can write scripts that honor the history and importance of these spaces and aim to teach our viewers the importance of giving thanks to nature's abundance. Below is a rough idea of a script idea...

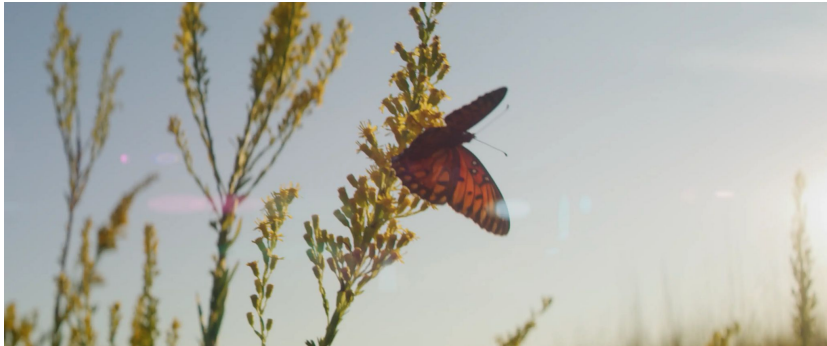
*Our waterways, the ribboning threads of life, have cradled us since time immemorial. Listen as the river's song tells a tale of our interconnectedness. At the heart of every community, the seeds of stewardship find fertile ground. With hands united and hearts aflame, we weave a tapestry of revival. Through conservation, individually a drop - together an ocean, we mend the fractures in this watery web. Together we make progress, and ensure the vitality of generations to come. The reflection in these waters is the reflection of our shared future, where the ebb and flow of nature's rhythm is undisturbed.*



## References

---

Here are some examples of work we have done with a specific focus on nature. We wanted to provide these examples to display some various styles we could approach this campaign all in service of future possibilities.



# Process + Timeline

Below is a rough outline of the process and timeline of a project. Of course these schedules vary based on the depth of the project but this will give you a solid overview of the average process and lead times.



# Deliverables

---

Actual deliverables will vary based on your needs and budget. This list of items are what we feel are viable options for PPBEP and can act as a reference point for discussions about the most important components.

- 2x 1:00-2:00 minute stories
- Social Formats
- Social Cut Downs
- B-roll Library
- General Photography
- Full Media Buyout Options
- Content Library
- On-going support



# How much does it cost?

Over the course of the last 15 years, we've produced over 500 videos for 250+ clients, and we've built a team of talented professionals who do stellar work. What we've learned? To do it right, it costs real money. Typically our pricing starts at 50k for commercial production work, though that number varies depending on conceptual goals. We love what we do and when we want to get behind something, we make it work. Point is, we're flexible within reason. Our goal here is to build a sandbox that leaves room for the possibilities in service of your specific needs. All pricing options have been discounted to an at-cost structure. We will comp all of our gear rentals and any outside contacting fees. Thank you for taking the time to review these pricing options and don't hesitate to reach out with any questions.

## Aerial + VO

12k

- Aerials of Each Creek
- Script Writing
- Voice Over

## Aerial + VO + Interviews

18k

- FPV Aerials
- Interviews
- Additional Cutdowns
- General Photography
- Distribution Support
- Media Buyout
- Content Library

## All in w/ Additional Support

20-30k

- 3-5 days of production
- Deeper research dive
- Full Media Buyout/Licensing
- Testimonials (internal and/or external)
- Content Library
- On-going support options
- Portraits
- General Photography

→ Ongoing support options start at \$2k-3k/month over 12 months



## In Summary.

---

We're excited about this opportunity to support such an incredible initiative. Our team takes great pride in using our skills to support initiatives that we believe in. We are eager to support non-profit efforts we believe in and love any opportunity to support conservation messages. Not only can we do this job, but we aim to do something award winning. Thank you for your time and please don't hesitate to reach out with any questions.







**Agenda Item 7.e.**

**Ratifying Approval of a Minor Revision to Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in Support of the Pensacola Bay Oyster Restoration Initiative**

Background: At the November 8, 2023 Board meeting, the Board approved Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in support of the Pensacola Bay Oyster Restoration Initiative. Following the Board meeting, The Nature Conservancy requested a minor revision to section 19 of the Subaward, adding the following sentence, “With 30 days' notice, Subrecipient may terminate this Agreement, in the event that Subrecipient determines, in its sole discretion, that it is unable to complete the work”.

Recommendation: Recommend the Board ratify approval of a minor revision to Subaward Agreement No. NOAA23-02 to The Nature Conservancy, in the amount of \$351,417, in support of the Pensacola Bay Oyster Restoration Initiative.

Financial Impact: Per the last Board action on November 8, 2023, this action will encumber \$351,417 in the NOAA Pensacola Grant Agreement.





**Subrecipient Agreement  
between Pensacola and Perdido Bays Estuary Program, Inc. and  
The Nature Conservancy**

**Subrecipient Agreement #:** NOAA23-02

**Subaward Project Title:** The Nature Conservancy NOAA IJJA Subaward

**Federal Grant Agreement #:** NA23NMF4630079

**CFDA:** 11.463, Habitat Conservation

**Period of Performance:** October 1, 2023 – August 31, 2027

**Subaward Amount:** \$351,417

This Subrecipient Agreement is made and entered by and between **Pensacola and Perdido Bays Estuary Program, Inc.** (herein after referred to as “PPBEP” or “the Estuary Program”) and **The Nature Conservancy** (herein after referred to as “TNC” or “Subrecipient”).

**WHEREAS**, PPBEP has been awarded a National Ocean and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Grant through NOAA Cooperative Agreement No. NA23NMF4630079 (Attachment 2 - Prime Federal Award) for the Pensacola Bay System Oyster Restoration Initiative (herein after referred to as “the Project”); and

**WHEREAS**, TNC was included in the Project workplan and budget to perform specified tasks and deliverables.

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the mutual agreements, terms and conditions herein contained, PPBEP and TNC agree as follows:

1. **Services:** Subrecipient agrees to perform services in accordance with the Project Workplan, Budget, and Schedule provided in Attachment 1 of this Agreement.  
Subrecipient further agrees to perform the services in accordance with the terms and conditions set forth in the National Ocean and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Grant through NOAA Cooperative Agreement No. NA23NMF4630079 for the Pensacola Bay System Oyster Restoration Initiative (attached hereto as Attachment 2 – Prime Federal Award).
2. **Notice to Proceed:** Subrecipient agrees to not commence work prior to issuance of a Notice to Proceed by PPBEP.
3. **Subaward Amount:** PPBEP agrees to make available \$351,417 for use by TNC for work to be performed in accordance with the Project Workplan, Budget, and Schedule (Attachment 1).
4. **Period of Performance:** The period of performance for this cost-reimbursable subaward is from October 1, 2023 through August 31, 2027 unless amended by written mutual



agreement. All work under this agreement must be performed during this period. Expenditures after the period of performance are unallowable.

- 5. Alterations:** Any alterations in the scope of the work performed shall be submitted by the Subrecipient in writing to PPBEP and must be approved in advance in writing by PPBEP. The Subrecipient must obtain prior approval in writing from PPBEP if the cumulative amount of funding transfers among direct budget categories exceeds 10% of the total budget. The Subrecipient must notify PPBEP of cumulative funding transfers among direct budget categories that do not exceed 10% of the total budget for the agreement. Subrecipients must also notify PPBEP when transferring funds from direct budget categories to the indirect cost category or from the indirect cost category to the direct cost category. Prior approval by PPBEP is required if the transfer involves any of the items listed in 2 CFR 200.407 that PPBEP did not previously approve at time of award or in response to a previous post-award request by the Subrecipient.
- 6. Reporting Requirements:** The Subrecipient agrees to submit quarterly progress reports and the final report in accordance with the schedule identified in Attachment 1. Progress and final reports must adhere to reporting templates included in Attachment 3 and indicate the progress that has been made during the reporting period. Subrecipient agrees to prepare and submit quarterly progress and final reports as described in Attachment 3. PPBEP reserves the right to temporarily withhold payments pending the correction of the deficiency if the Subrecipient has not submitted the reports on schedule or if reports are unsatisfactory in meeting the requirements of this Agreement.
- 7. Outreach and Communications:** Department of Commerce Financial Assistance Standard Term and Condition G.05.k.3. is supplemented as follows consistent with NOAA's collaboration on this project. The Subrecipient will coordinate with PPBEP on outreach plans, events, products, and media coverage associated with the project. Subrecipient agrees to submit educational materials, publications, videos, or signage developed with subaward funding to PPBEP for technical review and final approval before commencing production. Subrecipient will submit materials to PPBEP for approval with at least two (2) weeks' notice before purchasing any items. Subrecipients will provide copies of final outreach products, website mentions, press materials, photos, etc. to PPBEP when available throughout the award period. Subrecipients will provide PPBEP with high-resolution before, during, and post-implementation photos of the project. Photos of the site prior to construction and during project implementation should be submitted with progress reports or as requested by PPBEP.

PPBEP expects all completed work products funded by NOAA be in the public domain, free of copyright or other intellectual property protections, unless covered by another applicable agreement or requirement (e.g., university intellectual property policies). In the event that Project work products are subject to other intellectual property requirements, the Subrecipient shall inform PPBEP of such requirements prior to signature of this subaward.



8. **Acknowledgement of Project Contributors:** The Subrecipient must display, where appropriate and practical, publicly visible signs indicating that the project has received funding from the NOAA Restoration Center. These signs should also identify other contributing partners. These contributions should also be acknowledged in all communications with the media and the public and in all outreach related to the projects, consistent with Department of Commerce Financial Assistance Standard Term and Condition G.05.k.3.
9. **Permits, Compliance, and Safety:** Subrecipient will ensure that all work to be conducted by Subrecipient pursuant to the Project Workplan meets all federal, state and local environmental laws and consistency requirements.
10. **Invoicing and Payment:** Project funds are payable on a reimbursable basis only. Subrecipient shall invoice PPBEP no more frequently than monthly, and not before December 1, 2023. Invoices must include all reimbursable expenses incurred during the invoice period. If no reimbursable expenses were incurred during the invoice period, explain why no other reimbursable expenses were incurred.

In order to be reimbursed, invoices must be complete, containing all required information and adhering to the required format described below. Invoices that do not include required information may be returned to Subrecipient and payment delayed.

Invoices must include the following:

- The invoice must be on organization letterhead
- Reference the subaward number
- Provide an invoice number
- Provide mailing address for payment, and any cost codes or other notations that should be included on the check or information on signing up for direct deposit will be provided when available
- Include date of invoice and period covered
- Include a general description of the work performed and brief description of any significant accomplishments during the invoice period.
- Per CFR 200.415 - Invoices must be signed by an authorized representative of the organization and must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729– 3730 and 3801–3812).”



- Include a summary cost table, consistent with the approved project budget in Attachment 1.
- The cost table should describe:
  - Reimbursable expenses incurred during the invoice period by federal cost category;
  - Reimbursable expenses incurred to date during the project period by federal cost category;
  - Break down personnel costs by individual, including a brief description of the work performed by each. This may be done with a separate table or with notations. PPBEP will not reimburse “lump sum” or combined personnel costs.
  - Attach copies of all invoices over \$500.00 for which you are requesting reimbursement.
  - Provide brief description of any travel costs.

Submit invoices and supporting information through email to the PPBEP Project Coordinator. Invoiced expenditures must agree with the approved project budget. Variances among approved direct cost categories that cumulatively exceed 10% of the total award must be approved by PPBEP in writing, in advance of the expenditure.

The final billing, clearly marked Final, shall be submitted no later than sixty (60) days after the end of the period of performance. The final invoice will be paid upon approval of the final report.

**11. Financial Records:** Subrecipient agrees to maintain accurate records of all costs incurred in the performance of this work, and agrees to allow PPBEP, or their duly authorized representatives reasonable access to their records to verify the validity of expenses reimbursed under this agreement. Subrecipient agrees to maintain financial records, supporting documents and other records pertaining to this agreement for a period of three (3) years from the date of final payment on the subaward.

To comply with federal regulations, Subrecipient agrees to maintain a financial management system that provides accurate, current and complete disclosure of the financial status of the subaward. This means the financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for the award (including any budget revisions), the amount obligated, and the amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts.

Accounting records must be supported by source documentation. Invoices, purchase vouchers, payroll documentation, and related source documentation must be secured and retained for three (3) years following the date of final payment on the subaward in order to show for what purpose funds were spent. Payments should not be made without invoices and vouchers physically in hand. All vouchers and invoices should be on vendors' letterheads.



- 12. Audits:** PPBEP reserves the right to audit some or all of the Project costs, expenses, payments, etc., either formally or informally, as the Project proceeds and/or upon completion. Every year PPBEP is required to conduct random invoice audits of its Subrecipients. If Subrecipient is chosen for a random invoice audit, they must furnish all requested materials within thirty (30) days of the request. Any subsequent requests for corrective actions or additional documentation must be fulfilled within fifteen (15) days of the request.

Subrecipient agrees to comply with the requirements of 2 CFR Part 200 Subpart F. After completion of each yearly audit report the Subrecipient will promptly furnish (within 30 days) to PPBEP a copy of said audit report (or written notification) for each and every year during which this subaward is in effect. Subrecipient further agrees to notify PPBEP in writing if at any time during the period of this subaward it is no longer in compliance or if there are audit findings. In cases of such non-compliance or audit findings, the Subrecipient will promptly provide PPBEP with its written plan for corrective action.

All records and reports prepared in response to the audit requirements, or that relate to this subaward, shall be retained by the Subrecipient for three (3) years from the date of final payment on the subaward and will be made available during that period for inspection by representatives of PPBEP, its independent auditors, or the Federal government during normal business hours.

- 13. Allowable and Unallowable Costs:** Subrecipient acknowledges the Project is funded through federal funds. Subrecipient agrees to follow federal regulations as put forth in 2 CFR 200 in determining allowable costs under this agreement. Subrecipient agrees not to use funds provided under this agreement for any cost that is unallowable under these regulations. Reimbursement by PPBEP for any cost that is later determined to be unallowable does not constitute sanction by PPBEP for the unallowable use of these funds.

- 14. Procurement:** The Subrecipient agrees to conduct all procurement actions, including reporting, under this award in accordance with the procurement standards set forth in 2 CFR 200.317 through 200.326. These measures include multiple bids for procurements above \$10,000 (2 CFR 200.320 and Davis-Bacon prevailing wage requirements for construction activities (2 CFR 200).

- a. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Pursuant to the Infrastructure Investment and Jobs Act (“IIJA”), Pub.L. No. 117-58, which includes the Build American, Buy American (BABA) Act, Pub. L. No. 117-58, §§ 70901-52 and OMB M-22-11, recipients of an award of Federal financial assistance from the



Department of Commerce (DOC) are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To help federal agencies and recipients meet BABA requirements, the U.S. Department of Commerce, National Institute for Standards and Technology (NIST), Hollings Manufacturing Extension Partnership (MEP) National Network™ provides a service to connect stakeholders, including recipients, to U.S. manufacturers that have relevant production capabilities and capacities to help fulfill current market and supply chain needs. Recipients considering a BABA nonavailability waiver are strongly encouraged to contact the NIST/MEP for assistance with supplier scouting services prior to seeking a BABA nonavailability waiver. Further information on the NIST/MEP supplier scouting services is available at: <https://www.nist.gov/mep/supplier-scouting>

#### DEFINITIONS

“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives<sup>2</sup> — that is or consists primarily of: non-ferrous metals; plastic and polymer-based products



(including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

"Infrastructure" includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

"Project" means the construction, alteration, maintenance, or repair of infrastructure in the United States.

- b. **Federal Employee Costs:** No funds for this project (including funds contributed by the Subrecipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project unless a Federal agency will be providing services to the Subrecipient as authorized by a Federal statute.
- c. **Management Fees:** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this grant. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.
- d. **Prohibition on certain telecommunication and video surveillance services or equipment:** Effective August 13, 2020, Subrecipients and contractors must comply with regulations at 2 CFR 200.216, Prohibition on certain telecommunication and video surveillance services or equipment, implementing section 889 of Public Law 115-232. The regulation prohibits the use of funds on federally funded projects to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use “covered telecommunications equipment or services” from Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua



Technology Company, or any other company, including affiliates and subsidiaries, owned or controlled by the People's Republic of China, which are a substantial or essential component of any system, or as critical technology as part of any system. The prohibition extends to the use of all funds under federally funded projects by recipients and subrecipients, including those subject to contract.

- 15. Indemnification:** To the extent authorized by law, the Subrecipient agrees to indemnify and hold harmless PPBEP and its officers, employees, and agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs, or expenses of any kind, which PPBEP, its officers, employees, and agents may incur arising from the negligence of Subrecipient during the performance of any provision of this Agreement.

As the direct Recipient of funds under this Award, PPBEP is responsible for the management of the award and is ultimately responsible for ensuring compliance with all federal requirements. The Subrecipient will cooperate with PPBEP in achieving compliance with the specific terms and conditions of the award, as well as the other terms and conditions specified in this agreement.

- 16. Cyber Security:** The Subrecipient agrees that when collecting and managing environmental or other data under this agreement, it will protect the data by following all applicable Federal, State, or Tribal law cybersecurity requirements. Subrecipients must comply with regulations at 2 CFR 200.216, Prohibition on certain telecommunication and video surveillance services or equipment, implementing section 889 of Public Law 115-232. The regulation prohibits the use of Federal funds to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use "covered telecommunications equipment or services" identified in the regulation as a substantial or essential component of any system, or as critical technology as part of any system. Prohibitions extend to the use of Federal funds by Recipients and Subrecipients to enter into a contract with an entity that "uses any equipment, system, or service that uses covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system. Certain equipment, systems, or services, including equipment, systems, or services produced or provided by entities subject to the prohibition are recorded in the System for Award Management exclusion list, which is available via <https://sam.gov/SAM/>.

- 17. Tangible Personal Property:** Pursuant to 2 CFR 200.312 and 200.314, property reports, if applicable, are required for Federally-owned property in the custody of a non-Federal entity upon completion of the Federal award or when the property is no longer needed. Additionally, upon termination or completion of the project, residual unused supplies with a total aggregate fair market value exceeding \$5,000 not needed for any other Federally-





sponsored programs or projects must be reported. Subrecipients should utilize the Tangible Personal Property Report form series (SF-428) to report tangible personal property.

- a. **Disposition:** Consistent with 2 CFR 200.313, unless instructed otherwise on the official award document, this award term, or at closeout, the Subrecipient may keep the equipment and continue to use it on the project originally funded through this assistance agreement or on other federally funded projects whether or not the project or program continues to be supported by Federal funds.

**18. Assurances:** By signing this subaward, Subrecipient certifies that:

It is not delinquent on repayment of any Federal debt including direct and guaranteed loans and other debt as defined in OMB Circular A-129, "Managing Federal Credit Programs."

It is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (34 CFR Part 85, Section 85.510).

It has not, within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

No personnel working on this project are presently indicted for, or otherwise criminally or civilly charged by a government entity.

It is in compliance with the Drug-Free Workplace Act of 1988 (34 CFR Part 85, Subpart F).

It is in compliance with Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.

It is in compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) regarding restrictions on lobbying.

Funds expended under this award will comply with the applicable Federal cost principles.

It does not have any known conflicts of interest pertaining to work on this project.

**19. Suspension or Cancellation of Awards:** With 30 days' notice, PPBEP may, in its sole discretion, discontinue or suspend funding, rescind payments made or demand return of



any unspent funds based on any of the following: (a) the written reports required herein are not submitted to PPBEP on a timely basis, (b) the reports do not comply with the terms of this agreement or fail to contain adequate information to allow PPBEP to determine if the funds have been used for their intended purposes, (c) subaward funds have not been used for their intended purposes or have been used inconsistently with the terms of this agreement, (d) PPBEP is not satisfied with the progress of the activities funded by this subaward, (e) the purposes for which the subaward was made cannot be accomplished, or (f) making any payment might, in the judgment of PPBEP, violate the terms of PPBEP's cooperative agreement with NOAA, or expose PPBEP to liability. PPBEP will provide notice of any determinations made under this. In the event PPBEP takes action permitted by this paragraph solely based on (d) and (e), and Subrecipient provides documentation that it has incurred obligations consistent with the terms of the grant in good faith reliance on the Subrecipient Agreement and the approved budget, PPBEP will consider in good faith permitting subaward funds to be used to pay such obligations. With 30 days' notice, Subrecipient may terminate this Agreement, in the event that Subrecipient determines, in its sole discretion, that it is unable to complete the work.

**20. Public Records:** All Contractors providing services to Pensacola and Perdido Bays Estuary Program, Inc. ("PPBEP") shall comply with Florida's public records laws, Chapter 119, Florida Statutes, and satisfy the Contractor's duties thereunder as follows:

Keep and maintain public records required by the PPBEP and/or related to performance of the service.

Upon request from the PPBEP's custodian of public records, provide the PPBEP with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Upon completion of the contract, transfer, at no cost, to the PPBEP all public records in possession of the Contractor or keep and maintain public records required by the PPBEP and/or related to performance of the service for a period of three (3) years from date of final payment on the subaward. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to the PPBEP, upon request from the PPBEP's custodian of public records, in a format that is compatible with the information technology systems of the PPBEP.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM, Matt Posner at (850) 595-0820 or [mjposner@ppbep.org](mailto:mjposner@ppbep.org).**



Failure of the Contractor to comply with requests for public records in accordance with the following procedures shall be deemed noncompliance:

A request to inspect or copy public records relating to a PBBEP contract for services must be made directly to the PBBEP. If the PBBEP does not possess the requested records, the PBBEP shall immediately notify the Contractor of the request, and the Contractor must provide the records to the PBBEP or allow the records to be inspected or copied within a reasonable time.

If a Contractor does not comply with the PBBEP’s request for records, the PBBEP shall enforce these contract provisions in accordance with the contract.

A Contractor who fails to provide the public records to the PBBEP within a reasonable time may be subject to penalties under s. 119.10.

If Subrecipient fails to abide by the provisions of Chapter 119, Florida Statutes, PPBEP may, without prejudice to any right or remedy and after giving seven (7) days written notice, during which period the Subrecipient fails to allow access to such documents, terminate this Agreement.

**CONTACTS:**

**For PPBEP:**

Matthew J. Posner  
Executive Director  
Pensacola & Perdido Bays Estuary Program  
850.595.0820  
mjposner@ppbep.org

**For TNC:**

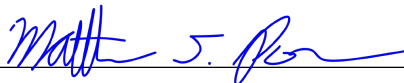
Anne Birch  
Ocean & Coasts Strategy Director  
The Nature Conservancy, Florida  
321.212.8064  
[abirch@tnc.org](mailto:abirch@tnc.org)

**Administrative & Financial:**

Susanne Wagers  
Lead Grants Specialist  
The Nature Conservancy  
803.594.6772  
susanne.wagers@tnc.org

**Pensacola and Perdido Bays  
Estuary Program, Inc.**

**The Nature Conservancy**

By: 

By: \_\_\_\_\_

Matthew J. Posner, Executive Director

Greg Knecht, Florida Executive Director

11/21/23

\_\_\_\_\_

Date

Date



**PENSACOLA  
& PERDIDO BAYS  
ESTUARY PROGRAM**

Attachment 1: Project Workplan, Budget, and Schedule

Attachment 2: Prime Federal Award

Attachment 3: Quarterly Progress and Final Report Templates

## Attachment 1: Project Workplan

**Subrecipient Agreement #:** NOAA23-02

**Subaward Project Title:** The Nature Conservancy NOAA IJA Subaward

**Period of Performance:** October 1, 2023 – August 31, 2027

**Award Amount:** \$351,417

**Project Location:** The Pensacola Bay System Oyster Restoration Initiative includes multiple sites throughout the Pensacola Bay System, within Escambia County and Santa Rosa County, Florida. Project sites are located within HUC Waterbodies 03140103 through 03140105 and 03140301 through 03140305. Specific locations within these HUC areas will be determined during project design.

**Project Abstract:** The Pensacola Bay System Oyster Restoration Initiative (Initiative) establishes a transformational vision to restore 600-hectares (1,482 acres) of oyster habitat in the Pensacola Bay System (PBS) over the next ten years to enhance ecosystem resilience, rebuild a sustainable fishery, and improve economic vitality. This award will initiate this vision and result in achieving a significant milestone to this ten-year target by constructing up to 100 hectares (247 acres) of oyster habitat in the PBS. The Nature Conservancy's role will be to provide science expertise on data collection, modeling (e.g., habitat suitability and water filtration), design, construction, permitting, monitoring, and community engagement to accomplish the project.

### **Tasks and Deliverables:**

#### Task 1: Technical Support for project Engineering and Design and Permitting Consultation

Task 1 Description: PPBEP will procure an engineering firm as a design consultant. Project engineering and design will be informed by the Vision Map and is expected to include the reef location, extent, height, and other technical specifications (e.g., materials) required for state and federal permitting applications. PPBEP will obtain permits for large-scale (600 ha.) oyster habitat restoration that is expected to require numerous consultations with relevant state and federal permitting agency representatives. Consultations are necessary to both inform agency representatives and to obtain feedback regarding the most appropriate approach to permitting the project and to clarify the information required by each agency to ensure permit applications are regarded as complete upon submission.

Task 1 Deliverables: TNC will provide guidance as subject matter experts on engineering and design procurement process of an engineering firm for the project design and permitting during project core team meetings and participate as a member of the procurement selection committee on reef design and technical specifications to best align with the Vision Map elements (e.g., reefs designed for oyster harvest and other ecosystem services such as recreational fishing), liaising

with the engineering and construction contractors and the permitting agencies, as requested by the PPBEP.

**Task 1 Performance Measure:** Participation in meetings with the PPBEP staff and core team on all aspects of the project to include procurement of an engineer and design firm, project design, and permitting agencies to be described in TNC's quarterly progress reports and the final report to the PPBEP.

**Task 1 Budget:** 55% of the total subaward amount

#### Task 2: Technical Support during Stakeholder Outreach/Workshops

**Task 2 Description:** Through a series of stakeholder outreach/workshops, TNC will support the development of the Vision Map and of the project design outlined in Task 1 for the PBS. The Vision Map will build on existing data collection efforts to specify the reef type, location(s), estimated extent, and general reef specifications for each restoration objective.

**Task 2 Deliverables:** TNC will provide guidance and presentations as subject matter experts on applicable science relevant to data needs, habitat suitability modeling, restoration suitability, water filtration, and ecosystem service considerations such as recreational fishing during stakeholder workshops to inform the Stakeholder Vision Map.

**Task 2 Performance Measure:** Participate in Oyster Subcommittee and Stakeholder Outreach/Workshops and provide presentations on applicable science to be described in TNC's quarterly progress reports and the final report to the PPBEP.

**Task 2 Budget:** 25% of the total subaward amount

#### Task 3: Technical Support for Pre- and Post-Construction Monitoring

**Task 3 Description:** TNC staff will provide technical support on the development of a draft pre- and post-construction monitoring plan. In collaboration with PPBEP, this plan will be further developed as project designs develop and applied to each reef type as appropriate.

**Task 3 Deliverables:** TNC will provide guidance as subject matter experts on essential elements and processes to include in the pre- and post-monitoring plans to assess success of the initial 100 ha restoration, liaising with the monitoring contractor as requested by the PPBEP.

**Task 3 Performance Measure:** Participation in meetings with PPBEP core team and monitoring firm to be described in TNC's quarterly progress reports and the final report to the PPBEP.

**Task 3 Budget:** 10% of the total subaward amount

#### Task 4: Technical Support for Mentorship Program

Task 4 Description: A Mentorship Program with wild harvesters, oyster aquaculture operators, recreational fishing guides, and/or fishery business owners is expected to foster the sharing of participant expertise with the next generation of watermen/women by providing hands-on lessons related to oyster harvesting, aquaculture production, and monitoring including OysterCorps and students located within the PBS.

Task 4 Deliverables: TNC will provide guidance as subject matter experts in habitat restoration and recreational fishing, liaising with the wild harvesters, oyster aquaculture operators, recreational fishing guides, and/or fishery business owners as requested by the PPBEP.

Task 4 Performance Measure: Participation in meetings with PPBEP core team and with identified mentors to design and launch the mentorship program and as described in TNC's quarterly progress reports and the final report to the PPBEP.

Task 4 Budget: 10% of the total subaward amount

**Subaward Budget:** \$351,417

Object Categories	Year 1	Year 2	Year 3	Year 4	TOTAL
a. Personnel	\$55,055	\$51,731	\$48,372	\$29,426	\$184,584
b. Fringe Benefits	\$24,636	\$23,150	\$21,647	\$13,168	\$82,601
c. Travel	\$4,660	\$4,560	\$2,850	\$2,850	\$14,920
Lodging @ 26 total nights x \$200 per night for 4 staff	\$1,400	\$1,400	\$1,200	\$1,200	\$5,200
Mileage @ .625/mile (federal rate) x 1280 miles (for 4 staff)	\$200	\$200	\$200	\$200	\$800
Meals @ \$61.43 per day for 28 meals for 4 staff	\$560	\$560	\$300	\$300	\$1,720
Airfare @ \$375 per roundtrip x 12 flights for 4 staff	\$1,500	\$1,500	\$750	\$750	\$4,500
Rental Car Fuel @ \$100 per trip x 5 trips for 4 staff	\$200	\$100	\$100	\$100	\$500
Rental Cars @ \$50 per day x 44 days for 4 staff	\$800	\$800	\$300	\$300	\$2,200
d. Equipment	-	-	-	-	-
e. Supplies	-	-	-	-	-
f. Contractual	-	-	-	-	-
g. Construction	-	-	-	-	-

h. Other (printing/photo at \$5/print x 250 prints/year)	\$1,250	\$1,250	\$1,250	\$1,250	\$5,000
i. Total Direct Charges	\$85,601	\$80,691	\$74,119	\$46,694	\$287,105
j. Indirect Charges	\$19,175	\$18,075	\$16,603	\$10,459	\$64,312
<b>k. Grand Total</b>	<b>\$104,776</b>	<b>\$98,766</b>	<b>\$90,722</b>	<b>\$57,153</b>	<b>\$351,417</b>

**Personnel: \$184,584**

Position	Year 1 FTE	Year 2 FTE	Year 3 FTE	Year 4 FTE	Total Cost
FL Oceans & Coasts Strategy Director	25%	20%	15%	10%	
Marine Habitat Scientist	10%	10%	10%	5%	
Gulf of Mexico Program Project Manager	10%	10%	10%	5%	
FL Senior Marine Scientist	10%	10%	10%	5%	
FL Fisheries Project Manager	3%	3%	3%	3%	
<b>Total Cost</b>	<b>\$ 55,055</b>	<b>\$ 51,731</b>	<b>\$ 48,372</b>	<b>\$ 29,426</b>	<b>\$ 184,584</b>

TNC Staff will provide science expertise on data collection, modeling (habitat suitability and water filtration), design, construction, monitoring, and community engagement to accomplish large-scale oyster restoration.

**Fringe Benefits: \$82,601**

	Year 1	Year 2	Year 3	Year 4	TOTAL
Fringe Benefits @ 44.75%	\$ 24,636	\$ 23,150	\$ 21,647	\$ 13,168	\$ 82,601

Fringe benefits are calculated at 44.75% for full-time regular employees and include the following costs: Accrued Vacation; Sick Leave; Holiday & Admin Leave Expense; Military Leave; Medical Insurance Claims; Fees and Premiums; Life Insurance; Accidental death/Dismemberment Insurance; Disability Insurance; Worker's Compensation; FICA Tax; Pension Plans; State Unemployment; and Employee Relocation. This rate is evaluated yearly as part of TNC's Negotiated Indirect Cost Rate Agreement with the Department of Interior.

**Travel: \$14,920**

Funding will be required for TNC core team members to travel to and from Pensacola, Florida to attend project team and community outreach meetings with stakeholders. Travel will be via air and/or rental car depending on the team members attending the meeting.

**Lodging: \$5,200**

Hotel for TNC core team members to attend project team and community outreach meetings with stakeholders held in Pensacola Florida.

**Mileage: \$800**

Funding will be required for TNC core team members to travel to and from airports to attend project team and community outreach meetings with stakeholders held in Pensacola Florida.

**Meals on Travel: \$800**



Meals while on travel for the project to attend project team and community outreach meetings with stakeholders held in Pensacola Florida.

**Airfare: \$4,500**

Roundtrip airfares from TNC team member office locations in Rhode Island (2 member) and Florida (3 members) to attend project team and community outreach meetings with stakeholders held in Pensacola Florida.

**Rental Cars: \$2,200**

Rental cars to travel from TNC team member office located in Tallahassee FL to Pensacola FL and rental in Pensacola for team members traveling by air to attend project team and community outreach meetings with stakeholders in Pensacola Florida

**Rental Car Fuel: \$500**

**Other (Printing/Photos): \$5,000**

Materials printed to describe project to TNC membership and donors to assist in raising additional support and funding required to meet the long-term restoration goals in the Pensacola Bay System.

**Indirect: \$64,312**

Indirect costs are calculated at the Conservancy's current approved Indirect Cost Rate of 22.4% of direct costs. TNC's indirect cost rate is evaluated and subject to change on a yearly basis, based upon negotiation with and approval by the Department of Interior, TNC's cognizant agency. TNC will charge its actual indirect costs on expenses incurred throughout the life of this project.

**Grand Total: \$351,417**

**Project Timeline:** The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

<b>Task No.</b>	<b>Task Name</b>	<b>Start Date</b>	<b>End Date</b>
1.	Engineering and Design and Permitting Consultation	10/01/2023	08/30/2025
2.	Stakeholder Outreach/Workshops	10/01/2023	08/30/2027
3.	Pre- and Post-Construction Monitoring	09/01/2024	08/30/2027
4.	Mentorship Program	09/01/2025	08/31/2027

The Subrecipient agrees to submit progress reports and the final report in accordance with the schedule identified above (Attachment 1). Progress and final reports must adhere to reporting templates included in Attachment 3 and indicate the progress that has been made during the reporting period. Subrecipient agrees to prepare and submit progress and final reports as described in Attachment 3. PPBEP reserves the right to temporarily withhold payments pending

the correction of the deficiency if the Subrecipient has not submitted the reports on schedule or if reports are unsatisfactory in meeting the requirements of this Agreement.

**Project Reporting:** TNC will provide quarterly reports and one final report according to the schedule detailed in the following table.

<b>Quarterly Report Due Dates</b>	<b>Time Period of Reports</b>
January 15, 2024	Contract start date - December 31, 2023
April 15, 2024	January 1, 2024-March 31, 2024
July 15, 2024	April 1, 2024-June 30, 2024
October 15, 2024	July 1, 2024-September 30, 2024
January 15, 2025	October 1, 2024-December 31, 2024
April 15, 2025	January 1, 2025-March 31, 2025
July 15, 2025	April 1, 2025-June 30, 2025
October 15, 2025	July 1, 2025-September 30, 2025
January 1, 2026	October 1, 2025-December 31, 2025
April 15, 2026	January 1, 2026-March 31, 2026
July 15, 2026	April 1, 2026-June 30, 2026
October 15, 2026	July 1, 2026-September 30, 2026
January 1, 2027	October 1, 2026-December 31, 2026
April 15, 2027	January 1, 2027-March 31, 2027
July 15, 2027	April 1, 2027-June 30, 2027
<b>Final Report Due Date</b>	<b>Time Period of Report</b>
October 15, 2027	Contract start date-August 31, 2027



**Agenda Item 7.f.**

**Approval of Subaward Agreement No. NOAA23-06 to The City of Orange Beach, in the amount of \$220,000, in Support of the Perdido Watershed Habitat and Community Resilience Initiative**

Background: The City of Orange Beach will construct and operate a greenhouse on City property to grow out native vegetation for use in the Living Shoreline Cost Share Program. Greenhouse facility will house a native plant nursery to supply applicants enrolled in the Cost Share Program. A variety of plants will be stocked initially and seed will be harvested and purchased for the grow out. The facility will be staffed with existing and new personnel to maintain and expand on greenhouse operations.

Recommendation: Recommend the Board approve, and authorize the Executive Director to sign, Subaward Agreement No. NOAA23-06 to The City of Orange Beach, in the amount of \$220,000, in support of the Perdido Watershed Habitat and Community Resilience Initiative.

Financial Impact: This action will encumber \$220,000 in the NOAA Perdido Grant Agreement.



**Subrecipient Agreement  
between Pensacola and Perdido Bays Estuary Program, Inc. and  
City of Orange Beach, Alabama**

**Subrecipient Agreement #:** NOAA23-06  
**Subaward Project Title:** Orange Beach NOAA IJA Subaward  
**Federal Grant Agreement #:** NA23NMF4630056  
**Period of Performance:** August 1, 2023 – March 31, 2027  
**Subaward Amount:** \$220,000

This Subrecipient Agreement is made and entered by and between **Pensacola and Perdido Bays Estuary Program, Inc.** (herein after referred to as “PPBEP” or “the Estuary Program”) and **City of Orange Beach, Alabama** (herein after referred to as “the City” or “Subrecipient”).

**WHEREAS**, PPBEP is a subrecipient to National Ocean and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Grant Cooperative Agreement No. NA23NMF4630056 for the Perdido Watershed Habitat and Community Resilience Initiative (herein after referred to as “the Project”); and

**WHEREAS**, the City was included in the Project workplan and budget to perform specified tasks and deliverables.

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the mutual agreements, terms and conditions herein contained, PPBEP and the City agree as follows:

1. **Services:** Subrecipient agrees to perform services in accordance with the Project Workplan, Budget, and Schedule provided in Attachment 1 of this Agreement. Subrecipient further agrees to perform the services in accordance with the terms and conditions set forth in the National Ocean and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Grant through NOAA Cooperative Agreement No. NA23NMF4630056 for the Perdido Watershed Initiative (attached hereto as Attachment 2).
2. **Notice to Proceed:** Subrecipient agrees to not commence work prior to issuance of a Notice to Proceed by PPBEP.
3. **Subaward Amount:** PPBEP agrees to make available \$220,000 for use by the City for work to be performed in accordance with the Project Workplan, Budget, and Schedule (Attachment 1).
4. **Period of Performance:** The period of performance for this cost-reimbursable subaward is from August 1, 2023 through March 31, 2027 unless amended by written mutual



agreement. All work under this agreement must be performed during this period. Expenditures after the period of performance are unallowable.

- 5. Alterations:** Any alterations in the scope of the work performed shall be submitted by the Subrecipient in writing to PPBEP and must be approved in advance in writing by PPBEP. The Subrecipient must obtain prior approval in writing from PPBEP if the cumulative amount of funding transfers among direct budget categories exceeds 10% of the total budget. The Subrecipient must notify PPBEP of cumulative funding transfers among direct budget categories that do not exceed 10% of the total budget for the agreement. Subrecipients must also notify PPBEP when transferring funds from direct budget categories to the indirect cost category or from the indirect cost category to the direct cost category. Prior approval by PPBEP is required if the transfer involves any of the items listed in 2 CFR 200.407 that PPBEP did not previously approve at time of award or in response to a previous post-award request by the Subrecipient.
- 6. Reporting Requirements:** The Subrecipient agrees to submit progress reports and the final report in accordance with the schedule identified in Attachment 1. Progress and final reports must adhere to reporting templates included in Attachment 3 and indicate the progress that has been made during the reporting period. Subrecipient agrees to prepare and submit progress and final reports as described in Attachment 3. PPBEP reserves the right to withhold payments if the Subrecipient has not submitted the reports on schedule or if reports are unsatisfactory in meeting the requirements of this Agreement.
- 7. Outreach and Communications:** Department of Commerce Financial Assistance Standard Term and Condition G.05.k.3. is supplemented as follows consistent with NOAA's collaboration on this project. The Subrecipient will coordinate with PPBEP on outreach plans, events, products, and media coverage associated with the project. Subrecipient agrees to submit educational materials, publications, videos, or signage developed with subaward funding to PPBEP for technical review and final approval before commencing production. Subrecipient will submit materials to PPBEP for approval with at least two (2) weeks' notice before purchasing any items. Subrecipients will provide copies of final outreach products, website mentions, press materials, photos, etc. to PPBEP when available throughout the award period. Subrecipients will provide PPBEP with high-resolution before, during, and post-implementation photos of the project. Photos of the site prior to construction and during project implementation should be submitted with progress reports or as requested by PPBEP.

PPBEP expects all completed work products funded by NOAA be in the public domain, free of copyright or other intellectual property protections, unless covered by another applicable agreement or requirement (e.g., university intellectual property policies). In the event that Project work products are subject to other intellectual property requirements, the Subrecipient shall inform PPBEP of such requirements prior to signature of this subaward.



- 8. Acknowledgement of Project Contributors:** The Subrecipient must display, where appropriate and practical, publicly visible signs indicating that the project has received funding from the NOAA Restoration Center. These signs should also identify other contributing partners. These contributions should also be acknowledged in all communications with the media and the public and in all outreach related to the projects, consistent with Department of Commerce Financial Assistance Standard Term and Condition G.05.k.3.
- 9. Permits, Compliance, and Safety:** Subrecipient will ensure that implementation of the Project meets all federal, state and local environmental laws and consistency requirements, including National Environmental Policy Act (NEPA) requirements.
- a. The Subrecipient must have a written safety plan for management of the project, which should specifically address safety of project personnel, associates, visitors, and volunteers. The Subrecipient must conduct a safety briefing for volunteers immediately prior to their participation in hands-on restoration activities under this award.
  - b. In addition, for any Self-Contained Underwater Breathing Apparatus (SCUBA) diving activities in a project, it is the responsibility of the Subrecipient to ensure that SCUBA divers are certified to a level commensurate with the type and conditions of the diving activity being undertaken. Furthermore, it is the responsibility of the Subrecipient to ensure that any SCUBA diving activities under this award meet, at a minimum, all applicable Federal, State, and local laws and regulations pertaining to the type of SCUBA diving being undertaken.
- 10. Invoicing and Payment:** Project funds are payable on a reimbursable basis only. Subrecipient shall invoice PPBEP no more frequently than monthly, and not before December 1, 2023. Invoices must include all reimbursable expenses incurred during the invoice period. If no reimbursable expenses were incurred during the invoice period, explain why no other reimbursable expenses were incurred.

In order to be reimbursed, invoices must be complete, containing all required information and adhering to the required format described below. Invoices that do not include required information may be returned to Subrecipient and payment delayed.

Invoices must include the following:

- The invoice must be on organization letterhead
- Reference the subaward number
- Provide an invoice number
- Provide mailing address for payment, and any cost codes or other notations that should be included on the check or information on signing up for direct deposit will be provided when available



- Include date of invoice and period covered
- Include a general description of the work performed and brief description of any significant accomplishments during the invoice period.
- Per CFR 200.415 - Invoices must be signed by an authorized representative of the organization and must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729– 3730 and 3801–3812).”
- Include a summary cost table, consistent with the approved project budget in Attachment 1.
- The cost table should describe:
  - Reimbursable expenses incurred during the invoice period by federal cost category;
  - Reimbursable expenses incurred to date during the project period by federal cost category;
  - Break down personnel costs by individual, including a brief description of the work performed by each. This may be done with a separate table or with notations. PPBEP will not reimburse “lump sum” or combined personnel costs.
  - Attach copies of all invoices over \$500.00 for which you are requesting reimbursement.
  - Provide brief description of any travel costs.

Submit invoices and supporting information through email to the PPBEP Project Coordinator. Invoiced expenditures must agree with the approved project budget. Variances among approved direct cost categories that cumulatively exceed 10% of the total award must be approved by PPBEP in writing, in advance of the expenditure.

The final billing, clearly marked Final, shall be submitted no later than sixty (60) days after the end of the period of performance. The final invoice will be paid upon approval of the final report.

**11. Financial Records:** Subrecipient agrees to maintain accurate records of all costs incurred in the performance of this work, and agrees to allow PPBEP, or their duly authorized representatives reasonable access to their records to verify the validity of expenses reimbursed under this agreement. Subrecipient agrees to maintain financial records, supporting documents and other records pertaining to this agreement for a period of three (3) years from the termination date of this agreement.



To comply with federal regulations, Subrecipient agrees to maintain a financial management system that provides accurate, current and complete disclosure of the financial status of the subaward. This means the financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for the award (including any budget revisions), the amount obligated, and the amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts.

Accounting records must be supported by source documentation. Invoices, purchase vouchers, payroll documentation, and related source documentation must be secured and retained for three (3) years following the termination date of this agreement in order to show for what purpose funds were spent. Payments should not be made without invoices and vouchers physically in hand. All vouchers and invoices should be on vendors' letterheads.

- 12. Audits:** PPBEP reserves the right to audit some or all of the Project costs, expenses, payments, etc., either formally or informally, as the Project proceeds and/or upon completion. Every year PPBEP is required to conduct random invoice audits of its Subrecipients. If Subrecipient is chosen for a random invoice audit, they must furnish all requested materials within thirty (30) days of the request. Any subsequent requests for corrective actions or additional documentation must be fulfilled within fifteen (15) days of the request.

Subrecipient agrees to comply with the requirements of 2 CFR Part 200 Subpart F. After completion of each yearly audit report the Subrecipient will promptly furnish (within 30 days) to PPBEP a copy of said audit report (or written notification) for each and every year during which this subaward is in effect. Subrecipient further agrees to notify PPBEP in writing if at any time during the period of this subaward it is no longer in compliance or if there are audit findings. In cases of such non-compliance or audit findings, the Subrecipient will promptly provide PPBEP with its written plan for corrective action.

All records and reports prepared in response to the audit requirements, or that relate to this subaward, shall be retained by the Subrecipient for three (3) years from the date of final payment on the subaward and will be made available during that period for inspection by representatives of PPBEP, its independent auditors, or the Federal government during normal business hours.

- 13. Allowable and Unallowable Costs:** Subrecipient acknowledges the Project is funded through federal funds. Subrecipient agrees to follow federal regulations as put forth in 2 CFR 200 in determining allowable costs under this agreement. Subrecipient agrees not to use funds provided under this agreement for any cost that is unallowable under these





regulations. Reimbursement by PPBEP for any cost that is later determined to be unallowable does not constitute sanction by PPBEP for the unallowable use of these funds.

**14. Procurement:** The Subrecipient agrees to conduct all procurement actions, including reporting, under this award in accordance with the procurement standards set forth in 2 CFR 200.317 through 200.326. These measures include multiple bids for procurements above \$10,000 (2 CFR 200.320 and Davis-Bacon prevailing wage requirements for construction activities (2 CFR 200)).

a. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Pursuant to the Infrastructure Investment and Jobs Act (“IIJA”), Pub.L. No. 117-58, which includes the Build American, Buy American (BABA) Act, Pub. L. No. 117-58, §§ 70901-52 and OMB M-22-11, recipients of an award of Federal financial assistance from the Department of Commerce (DOC) are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.



To help federal agencies and recipients meet BABA requirements, the U.S. Department of Commerce, National Institute for Standards and Technology (NIST), Hollings Manufacturing Extension Partnership (MEP) National Network™ provides a service to connect stakeholders, including recipients, to U.S. manufacturers that have relevant production capabilities and capacities to help fulfill current market and supply chain needs. Recipients considering a BABA nonavailability waiver are strongly encouraged to contact the NIST/MEP for assistance with supplier scouting services prior to seeking a BABA nonavailability waiver. Further information on the NIST/MEP supplier scouting services is available at: <https://www.nist.gov/mep/supplier-scouting>

## DEFINITIONS

“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives<sup>2</sup> — that is or consists primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

"Infrastructure" includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

"Project" means the construction, alteration, maintenance, or repair of infrastructure in the United States.

- b. **Federal Employee Costs:** No funds for this project (including funds contributed by the Subrecipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project unless a Federal agency will be providing services to the Subrecipient as authorized by a Federal statute.
- c. **Management Fees:** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate



and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this grant. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- d. **Prohibition on certain telecommunication and video surveillance services or equipment:** Effective August 13, 2020, Subrecipients and contractors must comply with regulations at 2 CFR 200.216, Prohibition on certain telecommunication and video surveillance services or equipment, implementing section 889 of Public Law 115-232. The regulation prohibits the use of funds on federally funded projects to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use “covered telecommunications equipment or services” from Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company, or any other company, including affiliates and subsidiaries, owned or controlled by the People's Republic of China, which are a substantial or essential component of any system, or as critical technology as part of any system. The prohibition extends to the use of all funds under federally funded projects by recipients and subrecipients, including those subject to contract.

**15. Compliance:** As a Recipient of funds under this Award, PPBEP is responsible for the management of the award and is ultimately responsible for ensuring compliance with all federal requirements. The Subrecipient will cooperate with PPBEP in achieving compliance with the specific terms and conditions of the award, as well as the other terms and conditions specified in this agreement.

**16. Cyber Security:** The Subrecipient agrees that when collecting and managing environmental or other data under this agreement, it will protect the data by following all applicable Federal, State, or Tribal law cybersecurity requirements. Subrecipients must comply with regulations at 2 CFR 200.216, Prohibition on certain telecommunication and video surveillance services or equipment, implementing section 889 of Public Law 115-232. The regulation prohibits the use of Federal funds to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use “covered telecommunications equipment or services” identified in the regulation as a substantial or essential component of any system, or as critical technology as part of any system. Prohibitions extend to the use of Federal funds by Recipients and Subrecipients to enter into a contract with an entity that “uses any equipment, system, or service that uses covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system. Certain equipment, systems, or services, including equipment, systems, or services produced or provided by entities



subject to the prohibition are recorded in the System for Award Management exclusion list, which is available via <https://sam.gov/SAM/>.

**17. Tangible Personal Property:** Pursuant to 2 CFR 200.312 and 200.314, property reports, if applicable, are required for Federally-owned property in the custody of a non-Federal entity upon completion of the Federal award or when the property is no longer needed. Additionally, upon termination or completion of the project, residual unused supplies with a total aggregate fair market value exceeding \$5,000 not needed for any other Federally-sponsored programs or projects must be reported. Subrecipients should utilize the Tangible Personal Property Report form series (SF-428) to report tangible personal property.

- a. **Disposition:** Consistent with 2 CFR 200.313, unless instructed otherwise on the official award document, this award term, or at closeout, the Subrecipient may keep the equipment and continue to use it on the project originally funded through this assistance agreement or on other federally funded projects whether or not the project or program continues to be supported by Federal funds.

**18. Assurances:** By signing this subaward, Subrecipient certifies that:

It is not delinquent on repayment of any Federal debt including direct and guaranteed loans and other debt as defined in OMB Circular A-129, "Managing Federal Credit Programs."

It is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (34 CFR Part 85, Section 85.510).

It has not, within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

No personnel working on this project are presently indicted for, or otherwise criminally or civilly charged by a government entity.

It is in compliance with the Drug-Free Workplace Act of 1988 (34 CFR Part 85, Subpart F).

It is in compliance with Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.



It is in compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) regarding restrictions on lobbying.

Funds expended under this award will comply with the applicable Federal cost principles.

It does not have any known conflicts of interest pertaining to work on this project.

**19. Suspension or Cancellation of Awards:** With 30 days' notice, PPBEP may, in its sole discretion, discontinue or suspend funding, rescind payments made or demand return of any unspent funds based on any of the following: (a) the written reports required herein are not submitted to PPBEP on a timely basis, (b) the reports do not comply with the terms of this agreement or fail to contain adequate information to allow PPBEP to determine if the funds have been used for their intended purposes, (c) subaward funds have not been used for their intended purposes or have been used inconsistently with the terms of this agreement, (d) PPBEP is not satisfied with the progress of the activities funded by this subaward, (e) the purposes for which the subaward was made cannot be accomplished, or (f) making any payment might, in the judgment of PPBEP, violate the terms of PPBEP's cooperative agreement with NOAA, or expose PPBEP to liability. PPBEP will provide notice of any determinations made under this paragraph. In the event PPBEP takes action permitted by this paragraph solely based on (d) and (e), and Subrecipient provides documentation that it has incurred obligations consistent with the terms of the grant in good faith reliance on the Subrecipient Agreement and the approved budget, PPBEP will consider in good faith permitting subaward funds to be used to pay such obligations.

**20. Public Records:** All Contractors providing services to Pensacola and Perdido Bays Estuary Program, Inc. ("PPBEP") shall comply with Florida's public records laws, Chapter 119, Florida Statutes, and satisfy the Contractor's duties thereunder as follows:

Keep and maintain public records required by the PBBEP and/or related to performance of the service.

Upon request from the PBBEP's custodian of public records, provide the PBBEP with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Upon completion of the contract, transfer, at no cost, to the PBBEP all public records in possession of the Contractor or keep and maintain public records required by the PBBEP and/or related to performance of the service. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the PBBEP, upon request from the PBBEP's custodian of public records, in a format that is compatible with the information technology systems of the PBBEP.



**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM, Matt Posner at (850) 595-0820 or [mjposner@ppbep.org](mailto:mjposner@ppbep.org).**

Failure of the Contractor to comply with requests for public records in accordance with the following procedures shall be deemed noncompliance:

A request to inspect or copy public records relating to a PBBEP contract for services must be made directly to the PBBEP. If the PBBEP does not possess the requested records, the PBBEP shall immediately notify the Contractor of the request, and the Contractor must provide the records to the PBBEP or allow the records to be inspected or copied within a reasonable time.

If a Contractor does not comply with the PBBEP's request for records, the PBBEP shall enforce these contract provisions in accordance with the contract.

A Contractor who fails to provide the public records to the PBBEP within a reasonable time may be subject to penalties under s. 119.10.

If Subrecipient fails to abide by the provisions of Chapter 119, Florida Statutes, PPBEP may, without prejudice to any right or remedy and after giving seven (7) days written notice, during which period the Subrecipient fails to allow access to such documents, terminate this Agreement.

**CONTACTS:**

**For PPBEP:**

Matthew J. Posner  
Executive Director  
Pensacola & Perdido Bays Estuary Program  
850.595.0820  
[mjposner@ppbep.org](mailto:mjposner@ppbep.org)

**For Orange Beach:**

Woody Speed  
Environmental Specialist  
City of Orange Beach  
251.981.1062  
[wspeed@orangebeachal.gov](mailto:wspeed@orangebeachal.gov)



**PENSACOLA  
& PERDIDO BAYS  
ESTUARY PROGRAM**

**Pensacola and Perdido Bays  
Estuary Program, Inc.**

**City of Orange Beach**

By: \_\_\_\_\_

Matthew J. Posner, Executive Director

By: \_\_\_\_\_

Tony Kennon, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

- Attachment 1: Project Workplan, Budget, and Schedule
- Attachment 2: Prime Federal Award Grant Agreement
- Attachment 3: Quarterly Progress and Final Report Templates

## Attachment 1: Project Workplan

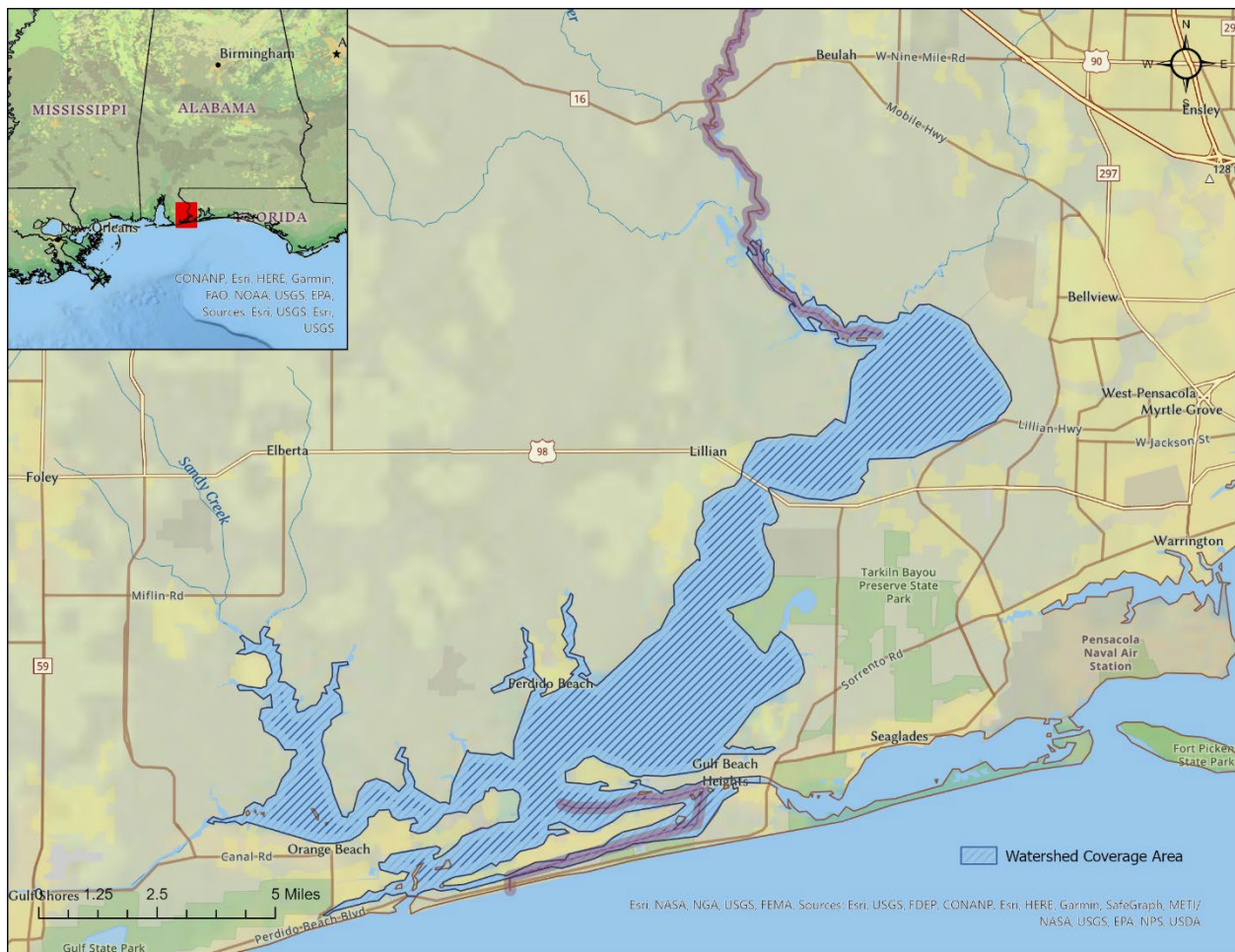
**Subrecipient Agreement #:** NOAA23-06

**Subaward Project Title:** Orange Beach NOAA IJA Subaward

**Period of Performance:** August 1, 2023 – March 31, 2027

**Award Amount:** \$220,000

**Project Location:** The following tasks will be implemented within the project area in Figure 1 below (watershed coverage area).



**Figure 1.** Project location and watershed coverage area for all project activities.

### Project Abstract:

The City of Orange Beach will construct and operate a greenhouse on City property to grow out native vegetation for use in the Living Shoreline Cost Share Program. Greenhouse facility will



house a native plant nursery to supply applicants enrolled in the Cost Share Program. A variety of plants will be stocked initially and seed will be harvested and purchased for the grow out. The facility will be staffed with existing and new personnel to maintain and expand on greenhouse operations.

### **Tasks and Deliverables:**

#### Task 1: Determine greenhouse site location

Task 1 Description: Determine site location of 72'x 30' Greenhouse.

Task 1 Deliverables: The grantee will submit a copy of the Baldwin County property appraisers parcel number showing proof of ownership of the property to place the greenhouse.

Task 1 Budget: 0.00

#### Task 2: Site preparation

Task 2 Description: Property for greenhouse will be cleared of any existing materials and structures. City will furnish a 220 V AC on 20A breaker. Install 4-inch well or waterline. Install 1 HP submersible pump with pressure switch and pressure tank.

Task 2 Deliverables: The grantee will submit proof of site preparation through photos.

Task 2 Budget: 0.00 (The City plans to fund this activity).

#### Task 3: Invitation to bid for Greenhouse Assembly and Installation

Task 3 Description: The city will procure and purchase materials through an approved greenhouse manufacturer with the price to include the assembly and installation of the greenhouse.

Task 3 Deliverables: The city will submit a signed contract with the approved greenhouse manufacturer to purchase and install a greenhouse selected for the project.

Task 3 Budget: \$67,935

#### Task 4: Greenhouse Assembly & Installation

Task 4 Description: The city will work with the manufacturer to assemble and install a 72-foot x 30foot greenhouse. May include other activities such as electrical that are needed for installation and fully functioning greenhouse.

Task 4 Deliverables: Grantee will submit signed acceptance of the completed work to date.

Task 4 Budget: \$34,500

Task 5: Plant Propagation

Task 5 Description: Purchase supplies, set-up plant beds and begin plant propagation.

Task 5 Deliverables: Using 8 -6'x9' benches, 4" pots (common pot size using *S. alterniflora* cuttings), we would divide the plants at least one time (4-6 months), 800-1000 plants ready to transplant.

Task 5 Budget: \$120,000

**Subaward Budget: \$220,000**

<b>Object Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>TOTAL</b>
a. Personnel	-	-	-	-	-
b. Fringe Benefits	-	-	-	-	-
c. Travel	-	-	-	-	-
d. Equipment	\$67,935	\$20,000	\$10,000	\$10,000	\$107,935
e. Supplies	-	\$37,565	\$10,000	\$10,000	\$57,565
f. Contractual	\$20,000	-	-	-	\$20,000
g. Construction	\$34,500	-	-	-	\$34,500
h. Other	-	-	-	-	-
i. Total Direct Charges	-	-	-	-	-
j. Indirect Charges	-	-	-	-	-
<b>k. Grand Total</b>	<b>\$122,435</b>	<b>\$57,565</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$220,000</b>

**Project Timeline:** The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

<b>Task No.</b>	<b>Start Date</b>	<b>End Date</b>	<b>Deliverable Due Date</b>
1. Determine greenhouse site location	Upon Execution		
2. Site preparation	2/1/24	3/1/24	3/1/24
3. Invitation to bid for Greenhouse Assembly and Installation	3/1/24	6/1/24	6/1/24
4. Greenhouse Assembly & Installation	6/1/24	8/1/24	8/1/24
5. Plant Propagation	8/1/24	4/1/25	4/1/25