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#### General Information:

Local Government Applicant Name

Escambia County

Official Project Title

Resilient streetscape improvements through new energy efficient, solar-powered, and ADA compliant Escambia County Area Transit Bus Shelters.

Unique Entity Identifier (UEI)

LLHWX867E5J6

Federal Employer Identification Number (FEIN)

59-6000598

Please select which qualifying county the project is located in.

- Bay
- Escambia**
- Okaloosa
- Santa Rosa
- Walton

Application Preparer: (This is the city/town/county employee that DEO will contact regarding any question within your submitted application.)

First and Last Name	Elizabeth Kissel
Title	Grants and Special Projects Manager
Mailing street address	221 Palafox Place, Suite 420
City	Pensacola
State	FL
Zip	32502
Phone Number	850-595-3935
Email Address	ekissel@myescambia.com

Does the Application Preparer also serve as the project lead?

**Yes**

No

Local project manager/lead contact: (This is the person who will lead the project locally.)

First and Last Name	Elizabeth Kissel
Title	Grants and Special Projects Manager
Mailing Street Address	221 Palafox Place, Suite 420
City	Pensacola
State	FL
Zip	32502
Phone Number	850-595-3935
Email Address	ekissel@myescambia.com

Total **CDBG-DR** requested (in dollars):

Total Leverage (in dollars):

Total Project Budget (in dollars):

Does the proposed recovery activity reside within any tribal jurisdictions?

Yes

**No**

Does the proposed recovery activity exist within any municipality(s)?

**Yes**

No

Please state which municipality(s) the proposed project effects.

City of Pensacola

Does the proposed recovery activity involve any unincorporated area(s)?

**Yes**

No

Please state which unincorporated area(s) the proposed project effects.

Escambia County

Is the local government covered by the National Flood Insurance Program?

Applicants must be covered by the National Flood Insurance Program to receive CDBG-DR funding, or they will be disqualified.

**Yes**

No

Are there any co-applicants involved in this project?

Yes

**No**

Location of Proposed Project:

Street Address

Various LMI Bus Stop Locations

City

Pensacola

State

Zip

Please give a brief description of the proposed project (1-2 sentences).

Escambia County looks to improve streetscapes and add solar-powered lighting throughout LMI areas by updating thirty-two (32) of ECAT's current bus shelters as well as installing eighty (80) new bus shelters at stops which do not have a bus shelter. New bus shelters would allow Escambia County to bring the bus shelters to current ADA compliance while also providing the opportunity for local business advertisements to be updated or created. The bus shelters will provide necessary refuge during inclement weather for those connecting to employment, educational opportunities, and other services as well as provide the necessary lighting to feel safe and secure, especially when traveling before sunrise or after sunset.

Please select which National Objective the project addresses:

**Low-Moderate Income Area**

Urgent  
Need

Slum and Blight

Total service area population served:

Total LMI Population served:

Percent % LMI:

Total number of **Low- Income** Citizens served:

Total number of **Moderate- Income** Citizens served:

How was the LMI data obtained for this project?

Survey Data

**Census Block Data**

Please specify which census block was used in calculating LMI areas

Please specify which census blocks were used in calculating LMI area.

Census Block Data - Block Group 2, Census Tract 4, Block Group 3, Census Tract 4, Block Group 1, Census Tract 12.01, Block Group 4, Census Tract 12.01, Block Group 5, Census Tract 12.01, Block Group 2, Census Tract 12.02, Block Group 1, Census Tract 14.01, Block Group 1, Census Tract 14.02, Block Group 2, Census Tract 14.02, Block Group 1, Census Tract 15, Block Group 2, Census Tract 15, Block Group 1, Census Tract 16, Block Group 1, Census Tract 17, Block Group 2, Census Tract 17, Block Group 1, Census Tract 18, Block Group 2, Census Tract 20, Block Group 1, Census Tract 21, Block Group 2, Census Tract 21, Block Group 3, Census Tract 21, Block Group 3, Census Tract 22, Block Group 4, Census Tract 22, Block Group 2, Census Tract 24, Block Group 1, Census Tract 28.04, Block Group 3, Census Tract 29, Block Group 1, Census Tract 31, Block Group 1, Census Tract 4, Block Group 1, Census Tract 11.04, Block Group 2, Census Tract 12.01, Block Group 3, Census Tract 12.01, Block Group 1, Census Tract 12.02, Block Group 1, Census Tract 23, Block Group 5, Census Tract 23, Block Group 1, Census Tract 24, Block Group 3, Census Tract 34.

Select which Congressional District the Project or Program resides in (select all that apply).

**District 1** District 2

Select which Florida Senate District the Project or Program resides in (select all that apply).

**District 1** District 2

Select which Florida House District the Project or Program resides in (select all that apply).

- District 1**  District 4
- District 2**  District 5
- District 3  District 6

Please select which eligible **Economic Revitalization** activity that best describes the proposed program or project (select all that apply):

- Public Facility Improvements (streetscape, lighting, sidewalks, and other physical improvements to commercial areas)**
- Acquisition, Demolition, or Rehabilitation of Commercial Structures (Done by Local Government)

- Assistance to Small Businesses (Rehabilitation and Physical Improvements to Property)
- Façade Improvements to Private or Public Structures in Commercial Areas
- Other

## Project Description

Write an overview/summary of the **Economic Revitalization** project being proposed.

What is the project purpose?

Describe how the work will be completed and the team that will be responsible.

Explain the method(s) used to determine project funding requirements.

Describe the anticipated outcomes.

Describe how the project will be maintained after it is completed.

Submit your response in the text box in 1,500 words or less.

The projects' purpose is to revitalize Escambia County with resilient streetscape improvements in high LMI areas. Our goal is to increase safety and accessibility by replacing or adding bus shelters with up-to-date ADA compliant, energy-efficient, solar-powered bus shelters. Specific deteriorated bus shelters and benches will be removed and replaced while other stops will add bus shelters to create streetscape improvements for resident safety. The new, larger bus shelters will also create advertisement opportunity space for local companies whose signage may or may not have been damaged by Hurricane Sally. Escambia County's Facility Management team will take the lead on the overall project including coordinating with purchasing through a competitive bid process. They will also be responsible for overseeing the day-to-day operations of the project. Removal and installation of the bus shelters will be completed by a qualified contractor. The County's Grants Management team will coordinate with facilities and the procurement office, as well as review all documentation to ensure we remain in full compliance with the grants policies and procedures and meet all the reporting requirements. Once the project is complete, designated maintenance staff will provide daily route inspections to make any repairs, ensure cleanliness, and complete lawn maintenance around the area when needed. The maintenance staff will also assist with installation of new advertisements. Project funding requirements were estimated based on recent bids on similar projects and industry wide accepted construction percentages for design and construction inspection. All constructed improvements will be maintained by Escambia County Facilities department's maintenance schedule. Anticipated outcomes include: A. Replacement of 32 deteriorated bus shelters. B. Construction of 80 new bus shelters at bus stop locations that currently only have benches. C. All bus shelters will follow current ADA standards. D. Bus shelters will provide additional refuge for transportation dependent citizens and walking citizens of Escambia County during inclement weather in multiple LMI areas. E. Bus shelters will provide improvement to lighting conditions in multiple LMI areas of Escambia County. F. Bus shelters will provide an improvement to the dated and/or deteriorated streetscapes. G. Bus shelters will provide new streetscape improvements to areas that may currently be without streetscape and/or lighting. H. All solar-powered bus shelters are built to withstand 150 MPH winds with a wind load standard of ASCE 7-16 making each bus shelter a small, resilient structure. I. Bus shelters will have areas within the structure to provide advertising opportunities to local businesses, revitalizing designated commercial and residential areas. J. Drainage, handrails, and necessary walkways will be installed to ensure the safety of all citizens. ECAT's Maintenance

Department follows a preventative maintenance schedule. Maintenance staff are assigned routes with specific inspection guidelines and procedures that promote the highest quality of service. The ECAT bus-stop maintenance plan provides a system of checks and balances for the ongoing evaluation of the bus-stop infrastructure such as benches, shelters and signs, and support equipment such as lawn maintenance supplies and equipment. The plan is also meant to be a management tool to monitor the basic functions needed to maintain operability and reliable customer service. The bus-stop maintenance plan is based on a list of inspections, safety procedures, and standard maintenance procedures performed on a daily, weekly, monthly, and annual succession. All work, construction and care of bus stops will be performed to the standards approved by the Florida Department of Transportation as described in Accessing Transit: Design Handbook for Florida Bus Passengers Facilities, Version III, 2013 specifically as described in Chapters 3 and 4. The inspections consist of the maintenance, general order, and cleanliness of the stops. The following inspections are conducted in the successions as stated in the scope:

- o Cleanliness of all Stops – Weekly - by Route
- Trash cans emptied.
- Litter removed.
- o Shelters/Benches - Bimonthly
- Cleaned.
- Pressure-washed.
- o Lawn Care • Seasonal.
- Or as required.
- o New Installations - As Needed
- o Paint – As Needed
- o ADA Accessibility - Monthly
- Ramps.
- Entrances.
- Grab Rails.

The ECAT Bus Stop Maintenance Plan allows the proper preventive maintenance to be performed on the shelters, benches, and grounds to ensure operability, and to maintain a safe and organized environment. The objective of the plan is to sustain the high level of standard already set forth by ECAT and to ensure compliance with best practices for multiple bus components, agency coordination, safety and security, and Americans with Disabilities Act (ADA) guidelines. In order to minimize deterioration of these ECAT assets, these objectives are met and maintained consistently.

## Damage Summary

Write an overview/summary of how Hurricane Sally's damage impacted the service area.

How did Hurricane Sally impact the service area?

Describe if and how Hurricane Sally exacerbated any previous service area issues.

Submit your response in the text box in 1,500 words or less.

Our Escambia County Area Transit (ECAT) service area consists of Escambia County, the City of Pensacola, and a few stops in Santa Rosa County in the City of Gulf Breeze. On September 16, 2020, Hurricane Sally made landfall in the Florida Panhandle, near Pensacola, and left a significant amount of damage in its wake. Hurricane Sally brought heavy rainfall and flooding, causing damage to housing, businesses, and infrastructure in our entire ECAT service area. Thousands of structures were damaged in Escambia and Santa Rosa Counties by strong wind and storm surge. Many homes suffered roof and siding damage, and reports indicate that at least 240,000 customers lost power due to widespread downed trees and power lines and up to 24.88 inches of rain was reported in some areas. Publicly owned facilities in the service area received storm-related damage, including our ECAT facility. The high velocity winds, wind-blown debris, and wind driven rain of Hurricane Sally damaged the ECAT buildings including the Administration building, Bus Wash, Fuel Depot, and Satellite building. The ECAT facility suffered extreme water damage due to flooding in the area and severe roof leakage in multiple areas of the building. Roadways were also affected by Hurricane Sally; mainly the Three Mile Bridge, better known as the Pensacola Bay Bridge. Multiple barges broke loose from the Three Mile Bridge as the finishing touches on the nearly \$400 million project were getting completed. A loose construction barge knocked a portion of roadway out of the Pensacola Bay Bridge during Hurricane Sally. The bridge, which is the main artery between Pensacola and Gulf Breeze, was significantly damaged during Hurricane Sally causing the bridge to be shut down for 8 months. Alternative routes were used for travel across the bay. ECAT continued to aid by modifying our route services during this time to continue providing access between Escambia and Santa Rosa County as effectively as possible.

between Escambia and Santa Rosa County as effectively as possible.

Describe how the proposed CDBG DR-funded program and/or project will pro-actively invest in resilience to damage from future storms as specified in the Federal Register and Action Plan.

Submit your response in the text box in 1,500 words or less.

Escambia County and ECAT staff are both dedicated to the success and resilience of these structures and the community. Our approach for this project is hardened structures that increase safety. The bus shelters are designed using sustainable building construction standards. The lighting element to the bus shelters are energy efficient and will be a part of the more secure bus shelter structures which should assist with providing streetscape lighting daily as well as during future storm recovery. ECAT and Escambia County aim to provide a more stable and reliably safe area to shelter residents and tourists.

Describe how the proposed activity will address an Unmet Need tied to the impact of damage from the disaster (Note: All **CDBG-DR** activities must clearly address an impact of the disaster). :

Submit your response in the text box in 1,500 words or less.

The proposed project will address the needed revitalization efforts in Escambia County. The resilient streetscape improvements in high LMI areas will assist in creating safer, more presentable streets. Our goal is to increase safety and accessibility by replacing or adding bus shelters with up-to-date ADA compliant, energy-efficient, solar-powered bus shelters. Not all current bus shelters, bus benches, and bus stops have adequate safety lighting for citizens. The high velocity winds, wind-blown debris, and wind driven rain of Hurricane Sally caused widespread downing of trees, streetlights, and power lines in multiple areas of Escambia County. Effected areas were without streetlights for some time. The construction of resilient, secure bus stops with lighting features allows Escambia County to have a faster recovery after future storms, a need that was delayed after Hurricane Sally. Specific deteriorated bus shelters and benches will be removed and replaced while other stops will add bus shelters to create streetscape improvements for resident safety. The new, larger bus shelters will also create advertisement opportunity space for local companies whose signage may or may not have been damaged by Hurricane Sally. While improving streetscapes and adding solar-powered lighting to areas, the bus shelters also provide necessary refuge during inclement weather for those connecting to employment, educational opportunities, and other services as well as provide the necessary lighting to feel safe and secure, especially when traveling before sunrise or after sunset.

Describe the roles of key staff, contractors and/or vendors in operations management of the proposed CDBG-DR/CDBG-MIT funded program and/or project. List any additional staff to be hired and/or procured and for what roles.

Submit your response in the text box in 1,500 words or less.

Escambia County's Facility Management team will take the lead on the overall project including coordinating with purchasing through a competitive bid process. They will also be responsible for overseeing the day-to-day operations of the project. The County's Grants Management team will coordinate with facilities and the procurement office, as well as review all documentation to ensure we remain in full compliance with the grants policies and procedures and meet all the reporting requirements. For over 35 years Escambia County has received HUD funding support. As a CDBG Entitlement Community the County has received in excess of \$80,000,000 over that time period, and as



the lead jurisdiction of the Escambia HOME Consortium the County has received over \$45,000,000. The Neighborhood Enterprise Division of the County's Neighborhood and Human Services Department has maintained full compliance with all federal cross-cutting regulation in the utilization of these funds.

What is the experience and capacity of key members of the management team?

Submit your response in the text box in 1,500 words or less.

Elizabeth Kissel Grants and Special Projects Manager Ms. Kissel has managed several grants for the county including \$57.2 million in COVID-19 CARES Act funding, 178 FEMA projects from Hurricane Sally totaling an estimated number of damages at \$131 million, the America Rescue Plan funds in the amount of \$61.8 million and is currently assisting in our recent \$4.1 million HOME-ARP grant funding. She has been responsible for ensuring that we are utilizing these funds in accordance with the approved guidance, reporting requirements, and citizen participation. Amber Borden Escambia County Area Transit (ECAT) – Grant Coordinator Mrs. Borden has over 12 years' experience of property management with preparation, administration, and completion of multiple successful grant applications for programs of building renovation, including CDBG funding, for low-income housing at the Housing Authority of the City of Dalton (HACD) in Georgia. Grant funding experience also includes long term, unrestricted funding for programming and fundraising event planning for Pace Center for Girls, a Department of Juvenile Justice program and funding recipient, as the Development Director. As the Assistant Director of HACD, Mrs. Borden also provided oversight of staff, operations, benefits administration, creation of policies and procedures, and budgeting assistance. Certifications: Certified Manager of Maintenance (CMM), National Center for Housing Management (NCHM) Fair Housing Specialist Certification (FHS), National Center for Housing Management (NCHM) Cathy Goetz Escambia County Area Transit (ECAT) – Finance Manager Mrs. Goetz has 30+ years' experience of financial management. In her roles, she has been responsible for the oversight and compliance of all financial functions of multiple federal institutions. Mrs. Goetz has been on ECAT's leadership staff since 2021 and currently manages all financial functions of ECAT including the supervision of various staff performing professional, administrative, and technical work related to accounting, budgeting and grant work. Mrs. Goetz's grant experience includes preparation, administration, and completion of federal grant applications, drawdown requests, and communications with stakeholders such as Federal Transit Administration (FTA), Florida Dept. of Transportation (FDOT), Commission for Transportation Disadvantaged (CTD), and Emerald Coast Regional Council (ECRC). Mrs. Goetz has managed several federal grants including the \$10 million COVID-19 CARES funding, \$6 million American Rescue Plan Act (ARPA) funding, and other FDOT and FTA funding. Rodriques A. Kimbrough Mass Transit/Executive Director Escambia County Area Transit Mr. Kimbrough has solidified a reputation as a leader and innovator in public transportation. A Pensacola native, Kimbrough has been on the leadership staff of ECAT since April 2020. ECAT provides fixed-route and paratransit services to the largest transit ridership in Northwest Florida. Kimbrough is responsible for a \$15+ million budget which includes local, state, and federal funding. Prior to ECAT, Kimbrough's interest in multi-modal transportation reached Florida's 16 northwest counties as a Transportation Program manager for the Emerald Coast Regional Planning Council (ECRC). At ECRC, Kimbrough focused on reducing emissions and the travel of single occupancy vehicles in Florida. Kimbrough enhanced commuter services with the creation of RideOn Commuter Services, a fully funded grant Program of the Florida Department of Transportation. Kimbrough's professional certifications include Certified Six Sigma Black Belt (CSSB), Master Resiliency Trainer (MRT), and Project Manager Professional (PMP). Thaddeus J. Davenport Escambia County Board of County Commissioner's Deputy Director Escambia County Area Transit (ECAT) Mr. Davenport joined the ECAT leadership team August 2022. This year 2023 will mark 20 years of service within the public transportation industry for Mr. Davenport. From driving a school bus at the tender age of 18, to holding leadership positions in the industry ranging from Quality Assurance Manager, Operations Manager, Assistant General Manager, and General Manager. Mr. Davenport's professional assignments have given him the leadership opportunities to lead and manage various modes of transportation, including fixed route, paratransit, shared-ride, micro-transit, on-demand and streetcar. Mr. Davenport's ultimate goal is to positively impact access to healthcare, education and other quality of life aspirations for citizens of Escambia County and surrounding areas while expanding opportunities for economic advancement. In moments of crisis, Mr. Davenport has experience with sheltering residents as well as evacuations as the facility was a command center for these catastrophic

events. Facilities Management Robert E. Hogan Facilities Management Director The Facilities Management Director serves as the senior administrator of the five divisions comprising the County-wide department: Construction and Technology, Maintenance, Real Estate, Custodial Services and Utilities. This responsibility ensures the uninterrupted and sustainable operations of County facilities, renewal, and growth capital projects, and building operational logistics, in support the County governmental organization's mission, goals and objectives. He provides a familiarity with the operational and functional aspects of a variety of facility types from educational institutions, pharmaceutical, chemical, medical research, transportation and warehousing facilities to ISO 9001/14000, Six Sigma, and cGMP driven production environments. This familiarity is joined with a diverse array of abilities which include 26+ years of management and construction experience, 22+ years of progressive facilities operations and logistics experience, and 20+ years of environmental, occupational health, safety, and security training experience. Certifications: Facilities Management Professional, International Facilities Management Association, Educational Facilities Manager, Rutgers / NJ Department of Education, Educational Transportation Supervisor, Rutgers, (PEOSH) Indoor Air Quality, Certified Designated Person NJDHSS, Integrated Pest Management Coordinator NJDEP, Radon Measurement Technician George Bush Construction and Technology, Division Manager The Facilities Management Division Manager reports directly to the Director of Facilities Management. Our division administers the Design and Construction of all County Facilities. My experience includes over 30+ years of experience in the Construction Industry as Construction Manager and Estimator. Liz Bush Construction and Technology Division, Project Manager Liz serves as the Design and Construction Administration Team (DCAT) Construction Manager where she manages construction projects; prioritizes work; ensures staff are trained; ensures employees follow policies and procedures; all while maintaining a healthy and safe working environment. Her daily operational sequences include review contracts prior to execution; gather building information to be added to the database system; process monthly pay requests by verifying completed work; issue notifications for work complete/incomplete; review and process change order requests; coordinate with other departments to complete joint projects; plan and specification reviews. Certifications: FEMA- IS-100.c: An Introduction to the Incident Command System FEMA- IS-200 C.: Basic Incident Command System for Initial Response FEMA- IS-700.b: An Introduction to the National Incident Management System FEMA- IS-800.D: National Response Framework, an Introduction FDOT – Advanced Maintenance of Traffic Certification Danya Clapp Construction and Technology Division, Project Accountant Danya Clapp, Accounting Specialist, has been doing project cost accounting for 22 years as a member of the Facilities Management, Construction Administration Division. Project accounting experience ranges from \$10,000 flooring replacement jobs to the \$150 Million Phase 1 construction of the Escambia County Corrections Center. My duties also include the organization and submission of FEMA/Grant paperwork for federally funding projects, represent the department and the County by participating in a variety of meetings, training sessions, on committees, and other related events. Adam Thompson Utilities, Division Manager Responsible for analyzing and monitoring energy usage, developing energy conservation and energy efficiency measures, and recommending and implementing methods of cost containment; part of this includes the administration of the annual Strip Rate Contract with Pensacola Energy. He develops an annual budget for utilities totaling approximately \$6 million provided through the County's general fund. Adam develops and executes capital improvement projects focused on energy and cost savings and maintains database of all the County's utility accounts for current and historical data. Having a background in architecture, he has begun assisting the Design Construction Administration Team (DCAT) with publishing RFQs/RFPs, sitting on A/E selection committees, project development and plan reviews, and attending site visits and meetings. Additionally, Adam is a responder to the Emergency Operations Center (EOC) in the event of a natural disaster or emergency. Certifications: LEED Green Associate FEMA IS-100, IS-200, IS-700, and IS-800 Trane Tracer ES Robert Freeman Maintenance, Division Manager The Facilities Division Manager serves as the assistant administrator of three facilities supervisors, Blount Street facilities supervisor, Leonard Street Supervisor, and our North end county supervisor. This position oversees and includes 260+ county buildings and 45 county maintenance employees. This responsibility ensures the uninterrupted and sustainable operations of the county facilities, renewing growth capital projects and operational logistics, our mission and goal are to give the best professional support to all our building clients. He provides a familiarity with the operational and functional aspects of a variety of facility types from warehousing to 20+ years of sales experience, 25+ years of construction experience, and 30+ years of management experience. Kevin Pitts Maintenance, ECAT Site Lead The Maintenance Site Lead for the ECAT Complex is responsible for the management, coordination and assignment of maintenance and custodial activities required to provide uninterrupted operations of the public transportation depot and

related facilities in support of the organization's mission, goals and objectives. The Site Lead develops, directs and implements work standards, policies, procedures, and strategic maintenance plans for the real assets of the transportation complex. Serves as liaison between the Facilities Management Department and the public transportation organization.

Describe any projects comparable to the one in this application that the applicant has administered in the last five (5) years.

Submit your response in the text box in 1,500 words or less.

The Ashton Brosnaham Athletic Park and the Southwest Sports Complex play host to thousands of local youth athletes and families each year. In addition to the local leagues at these facilities, these complexes also host local, regional, and national events that create an economic impact. We needed additional field lights at both complexes so our local youth would have more opportunities for practice time and game times, along with creating additional special event opportunities. The MUSCO lighting system is already in place throughout each of these complexes. The MUSCO system offers the user groups and controllers the ability to schedule lights accurately and sufficiently, along with troubleshooting when issues may arise. The purchase and installation of LED Field Lights and Poles were as follows: • Ashton Brosnaham Athletic Park Lights - \$582,000.00 • Southwest Sports Complex Lights - \$310,000.00 The stadium and adjacent fields at Ashton Brosnaham Athletic Park play host to multiple special events, high school games, youth tournaments, and high-profile events that create a positive image for our area, in addition to generating a significant economic impact for Escambia County. To market and host this caliber of events, the athletic field turf must be in excellent condition. The field turf had not been removed or replaced in over 15 years at these two fields. After review of several options for maintenance, it was in our best interest moving forward to remove the existing sod and topsoil layer, laser grade the field, and replace it with new field turf; that will also include an annual maintenance plan and service, complete with all the services needed for athletic turf to thrive in our warm environment that has continual activities throughout the year. • Ashton Brosnaham Athletic Park Turf Replacement Total - \$343,975.00 o American Rescue Plan - \$282,280.00 o LOST IV - \$61,695.00 Both projects were completed in 2022 with all policies, procedures, and businesses practices properly followed, and all required documentation collected.

Have you participated in the CDBG Small Cities Program in the past 5 years?

Yes

**No**

Are you a CDBG entitlement community?

**Yes**

No

Is the management team fully formed?

**Yes**

No

Please provide a description of the procurement process the Applicant will follow to cultivate

program and project management capacity.

Submit your response in the text box in 1,500 words or less.

The Department of Purchasing shall be responsible for developing and administering the procurement program for those departments in County government under the direct control of the County Administrator and the Board of County Commissioners while following Escambia County Ordinance, State of Florida Statutes and Federal guidelines including 2 CFR 200. The procurement method and authorization authority varies based upon the amount of the purchase. Generally, all purchases for commodities, equipment, and services, when the estimated cost shall be equal to or exceed \$50,000.00 shall be purchased competitively through formal bidding process; purchases below \$50,000.00 shall be handled in the manners specified herein, which are designed to maximize competition and ensure the County is receiving a fair price while balancing against the need for an efficient use of staff resources. All purchases meeting/exceeding the \$50,000 threshold will be issued through a formal sealed solicitation process. The sealed solicitation types that the county most frequently uses are: Invitation to Bid (ITB) A clearly defined Scope of Services shall be sent from the requesting department and sent to the Procurement Department. The selection shall be based on the lowest, most responsive bid received. Invitation to Negotiate (ITN) – Engineering and Architectural Services The Invitation to Negotiate should be utilized when the scope of the project is not clearly defined, and the County has determined that negotiations may be necessary to receive the best value. The invitation shall invite vendor input on the scope, schedule, and process for initiating the project. This method of procurement is frequently used in areas experiencing constant change in the marketplace and the County wants the opportunity to obtain current up-to-date goods or services at the time of contracting. Request for Proposal (RFP) Requests for Proposals are used when the scope of work, specifications, or contractual terms and conditions cannot be well defined. Evaluation of a response is based on prior established criteria which involves more than price. A request for proposal includes, but is not limited to, applicable laws and rules, functional or general specifications, statement of work, proposal instructions, and evaluation criteria. The Department of Purchasing and Department Director shall decide, based on the specific services needed, if professional services are required. This decision can be made once it is determined that in-house resources are not available to adequately provide such services. Request for Qualifications (RFQ) or Request for Letters of Interest (RLI) – Engineering and Architectural Services A Request for Letters of Interest or Request for Qualifications is a written solicitation for sealed letters of interest or qualifications with the title, date and hour of public opening designated. This method is used where the specifications of required services are broad and specialized in nature. Evaluation of a response is based on prior established criteria which involves more than price. Grant Funding Used in Procurements Expenditures from funds other than general fund tax dollars may require special processing because of specific legal terms and conditions placed by the funding agency. Grants often have certain purchasing requirements that are different or additional to the county's purchasing manual and require special purchasing procedures. It is the responsibility of the using department to identify any special purchasing requirements or provisions, notify the Department of Purchasing of them, and to ensure that all requirements are followed. Emergency Procurements An emergency procurement is a procurement necessitated by a sudden unexpected turn of events (e.g., including but not limited to acts of God, riots, fires, floods, hurricanes, accidents, terrorism, or any circumstances or cause beyond the control of the agency in the normal conduct of its business) where the delay incident to competitive procurement would be detrimental to the interest of the County. It may also be a condition that stops or seriously impairs the necessary function of County government. In the event of an emergency purchase that will require the immediate purchase, the Purchasing Director or their designee shall be empowered to procure commodities, equipment, or services without public bidding. All measures that are reasonably possible under the circumstances shall be taken to assure maximum cost benefit for the County. Single Source/Non-Competitive Negotiations Single Source purchasing of goods and services requires a written finding that only one qualified source is available, and also requires a written statement that a search for alternative source have been made; and a justification of why the only source is acceptable to fit the needs of the User Department. In accordance to Florida State Statute any Single/Sole Source purchase will be posted utilizing the Vendor's Electronic Bidding System for a minimum of two weeks or advertised in a newspaper of general circulation Cooperative/Piggyback Agreements Escambia County may also utilize Cooperative agreements and Piggyback agreements when in the best interest of the County. Agreements must be competitively bid through a reputable source meeting the requirements set forth by

Agreements must be competitively bid through a reputable source meeting the requirements set forth by the County Purchasing Policy, Ordinance or State Statute. The request must be submitted with a copy of the agreement with terms and pricing included. In most cases departments will be asked to obtain other pricing to ensure the best value to the county.

In what aspects of the project, if any, do you plan to augment existing staff with contractors or vendors? If so, please list.

Submit your response in the text box in 1,500 words or less.

Design and Construction will be contracted out to the appropriate professionals in accordance with public works project statutes through a competitive bidding process. Operational staff will be Escambia County employees from County Administration, Escambia County Transit, Facilities and Engineering teams.

Does the applicant have a Citizen Complaint Policy, Acquisition and Relocation Policy, Housing Assistance Plan, Procurement Policy, and Prohibition on Use of Excessive Force Policy in place that meets HUD guidelines? (Select all that apply)

**Citizen Complaint Policy**

**Housing Assistance Plan**

**Prohibition of Use of Excessive Force Policy**

**Acquisition and Relocation Policy**

**Procurement Policy**

Select "Yes" or "No" for key factors achieved to support that the program or project is ready to proceed. If "Yes" is selected, you will be prompted to provide any supporting documentation with the file upload link for the pertaining question.

Is Land Acquisition required?

Yes

**No**

Site Control

**Yes**

No

Please provide supporting documentation for Site Control.

Site Control and Zoning Requirements\_ECAT Bus Shelters.pdf

1.5 MB

application/pdf

### Zoning and Community Approval

**Yes**

No

Please provide supporting documentation for Zoning and Community Approval.

Site Control and Zoning Requirements\_ECAT Bus Shelters.pdf

1.5 MB

application/pdf

### Environmental Clearance

Yes

**No**

### Project Design Status

Completed

**Conceptual**

None

Have you procured and Contracted Members of Development and Construction Team?

Yes

**No**

Commitment of Matching Funds

Yes

**No**

Upload the completed budget template into the following file link. Use the provided template attached:

[Budget Template](#)

Budget Template upload:

ECAT Bus Shelter Budget.pdf

**87.7 KB**

application/pdf

Provide any quotes related to the program or project in the link below. It is recommended that a combined PDF format is used for single submission of multiple quotes.

ECAT Bus Shelter Quotes.pdf

**9.7 MB**

application/pdf

Provide any bids related to the program or project in the link below. It is recommended that a combined PDF format is used for single submission of multiple quotes.

Drop files or click here to  
upload

Provide any schedules related to the program or project in the link below. It is recommended

Provide any schedules related to the program or project in the link below. It is recommended that a combined PDF format is used for single submission of multiple quotes.

Escambia County Work Schedule\_ECAT Bus Shelters.pdf

**82.6 KB**

application/pdf

Provide any estimates related to the program or project in the link below. It is recommended that a combined PDF format is used for single submission of multiple quotes.

Estimate \_\_ ECAT\_Bus Stop Accessibility Report \_Final FL AL TPO.pdf

**6 MB**

application/pdf

Describe how the proposed project shall not duplicate benefits as specified in CDBG-DR Action Plan.

Submit your response in the text box in 1,500 words or less.

To prevent Duplication of Benefits, Escambia County will check that all sources (federal, state, local, and private) and amounts of disaster assistance received or reasonably anticipated to be received are documented with submission of an application for CDBG-DR funding. For the Relocation and Construction of an Energy Efficient Escambia County Area Transit Center, Emergency Shelter, and regional stormwater pond outside of a Special Flood Hazard Area project we have received no other funding. Escambia County has a well-documented Grants Management Handbook that details Grant Management, Roles and Responsibilities, Grant Identification, Application, and Tracking, Award Notification, Review, and Acceptance Procedures, Managing the Grant, Grant Subcontracting and Subrecipient Monitoring Procedures and other important Federal Guidelines and National Policy Guidance.

Please provide three (3) maps with an overlay that clearly shows each of the following criteria:

1. Project Location and/or Service Area
2. Low-and-Moderate-Income Service Area
3. Most Recent Flood Plain Map



**(All maps must clearly denote your project location(s))**

Upload 1. Project Location and/or Service Area in the link below.

ECAT Bus Stop Locations Map.pdf

**1.3 MB**

application/pdf

Upload 2. Low-and-Moderate-Income Service area map in the link below.

ECAT Bus Stop LMI Map.pdf

**1.4 MB**

application/pdf

Upload 3. Most Recent Flood Plain Map in the link below.

ECAT Bus Stop Flood Map.pdf

**1.9 MB**

application/pdf

Fill out the attached Work Plan Template for the project and upload in the following link:

[Work Plan Template](#)

Work Plan Template upload

Escambia County Work Schedule\_ECAT Bus Shelters.pdf

**82.6 KB**

application/pdf

Use the following template to complete and upload the Organizational Chart for the proposed program or project, and upload to the file box:

[Organization Chart](#)

ECAT Organization\_Chart\_Application.pdf

**68.9 KB**

application/pdf

Upload either a Word document or PowerPoint document with up to ten (10) photos of the service area or any other relevant photos for the scoring team to review regarding the program or project.

ECAT Bus Shelter Photos.pptx

**4.1 MB**

application/vnd.openxmlformats-officedocument.presentationml.presentation

Submit the project's public meeting notice, meeting minutes, meeting agenda, and any received public comments in the file box.

Rebuild Florida Hometown Revitalization Program Public Participation.pdf

**2.6 MB**

application/pdf

As authorized Executive Officer, I certify that staff, contractors, vendors and community partners of our storm recovery initiative:

A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;

B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;

C. Certify that all information submitted in this Application is true and accurate.

 clear