



Board of Directors Meeting

May 15, 2024, at 1:30 p.m. CT

Gulf Breeze Council Chambers

1070 Shoreline Drive, Gulf Breeze, FL 32561

1. Call to Order

2. Roll Call

3. Approval of Board Agenda

Recommend the Board approve the May 15, 2024, meeting agenda.

4. Approval of March 20, 2024, Board Minutes

Recommend the Board approve the March 20, 2024, meeting minutes.

5. Recognition of Robert Bender's Service to the Board

6. Staff Updates

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

7. Action Items

- a. **Ratifying Approval of Subaward Agreement No. NOAA23-09 to the Choctawhatchee Basin Alliance, in the amount of \$65,500, in Support of the Gulf of Mexico Oyster Shell Recycling Network**
Recommend the Board ratify approval of Subaward Agreement No. NOAA23-09 to the Choctawhatchee Basin Alliance hosted by Northwest Florida State College, in the amount of \$65,500, in support of the Gulf of Mexico Oyster Shell Recycling Network.
- b. **Approval of Subaward Agreement No. NOAA23-03 to the Florida Department of Environmental Protection, in the amount of \$96,065, in Support of the Pensacola Bay System Oyster Restoration Initiative**
Recommend the Board approve, and authorize the Executive Director to sign, subject to legal review and approval, Subaward Agreement No. NOAA23-03 to the Florida Department of Environmental Protection, in the amount of \$96,500, in support of the Pensacola Bay System Oyster Restoration Initiative.
- c. **Approval of Subaward Agreement No. FLRACEP-FY24-01 to the Florida Department of Environmental Protection, in the amount of \$40,000, in Support of the Collaborative Science to Assess Restoration Success Project**
Recommend the Board approve, and authorize the Executive Director to sign, subject to legal



review and approval, Subaward Agreement No. FLRACEP-FY24-01 to the Florida Department of Environmental Protection, in the amount of \$40,000, in support of the Collaborative Science to Assess Restoration Success Project.

d. Authorization of the Executive Director to Negotiate a Contract with Jacobs Engineering Group Inc. for P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services

Recommend the Board authorize the Executive Director to negotiate a contract with Jacobs Engineering Group Inc. for P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services, and authorize the Executive Director to execute the contract, subject to legal review and approval, and ratification at the July 2024 Board Meeting.

e. Approval of FY23-24 Second Quarter Financial Report

Recommend the Board approve the FY23-24 Second Quarter Financial Report.

f. Approval of FY23-24 Mid-Year Budget Amendment

Recommend the Board approve the FY23-24 Mid-year Budget Amendment.

g. Conceptual Approval of Proposed FY24-25 Operating Budget

Recommend the Board conceptually approve the FY24-25 Operating Budget.

h. Approval of Local Government Contribution Requests for FY24-25

Recommend the Board approve the FY24-25 local government contribution requests.

8. Committee Updates

9. Board/Agency Updates

10. Public Comment

11. Adjourn



Board of Directors Meeting Minutes

March 20, 2024, at 1:30 p.m. CT
Orange Beach Council Chambers
4099 Orange Beach Blvd, Orange Beach, AL 36561

Members Present

Mike Kohler, Chair	Escambia County
Colten Wright, Vice Chair	Santa Rosa County
Vernon Compton	City of Milton
Cherry Fitch	City of Gulf Breeze
Mike Norberg	Okaloosa County
Woody Speed	City of Orange Beach

Members Absent

Jared Moore	City of Pensacola
Kerry Smith	Santa Rosa County

Interested Parties Present

Matt Posner	PPBEP
Whitney Scheffel	PPBEP
Logan McDonald	PPBEP
Haley Gancel	PPBEP
Bailey Walkinshaw	PPBEP
Kyna Finley	PPBEP
Mary Jane Bass	Beggs & Lane
Darryl Boudreau	Northwest Florida Water Management District (NFWWMD)
Kiersten Cavender	Dewberry
Naisy Dolar	Santa Rosa County
Paul Looney	Water Resource Association (WRA)
Elizabeth Major	League of Women Voters Pensacola Bay Area (LWVPBA)
Paula Montgomery	Community Member
Phillip West	City of Orange Beach

1. Call to Order

2. Roll Call (*Matt Posner, Executive Director*)
Staff 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 January 31, 2024, Board Minutes

Commissioner Colten Wright (Santa Rosa County) made a motion to approve the minutes. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

5. Staff Updates

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

i. Introduction of Kyna Finley

Logan McDonald (Community Outreach Coordinator) introduced the newest PPBEP team member, Kyna Finley, as the 2024 Panhandle Manatee Intern. Kyna will be responsible for coordinating and implementing the Panhandle Manatee outreach program for this year.

ii. National Estuary Program (NEP) Designation Update

The U.S. Senate unanimously passed U.S. Senator Marco Rubio's *Pensacola and Perdido Bays Estuary of National Significance Act* to direct the Administrator of the Environmental Protection Agency to formally enroll PPBEP into the NEP as an "Estuary of National Significance." The bill now heads to the U.S. House of Representatives.

iii. Florida Legislative Appropriation

Staff reported the Program will receive \$750,000 in state appropriations this year and acknowledged Senator Broxson's support in helping the Program secure the appropriations for the 5th year in a row. The Program is also expected to receive a \$500,000/year recurring appropriation from the University of West Florida.

iv. 501c3

The application for 501c3 status has been submitted by Beggs & Lane on behalf of the Program and is pending.

v. NRDA Restoration Plan

The NRDA Restoration Plan was released and a total of \$50M worth of projects are in the Pensacola watershed, of which PPBEP is expected to receive a direct award of \$3M for microbial source tracking. The Restoration Plan is now open for public comment.

vi. 2024 Gulf of Mexico Conference

All PPBEP staff attended the 2024 Gulf of Mexico Conference in Tampa, Florida for a week-long event of networking and learning on pertinent topics such as oyster shell recycling and seagrass.

vii. 2024 Management Conference Meeting

The 3rd Annual Management Conference Meeting will be held on April 3rd from



10:00am to 3:30pm CT at Sanders Beach-Corinne Jones Resource Center.

viii. Rebudget and Proposed Budget

Staff will bring forward the re-budget for fiscal year 2023-2024 and the proposed initial budget for fiscal year 2024-2025 at the next board meeting in May.

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

i. Comprehensive Monitoring Workshop

Staff hosted a Comprehensive Monitoring Workshop at the end of February at the Bayview Community Center. Over 50 partners were in attendance from over 30 diverse organizations. The objective of the workshop was to inform discussion on existing monitoring efforts and identifying areas of opportunity and barriers, prioritizing monitoring parameters, and discussing roles and responsibilities for participating in the comprehensive monitoring program. Staff will be working on synthesizing the feedback from the workshop in the coming weeks.

ii. FLRACEP Living Shorelines

Staff joined project team members Ryann Rossi and Liz Farmer from St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) to complete the first quarterly sampling for the Living Shoreline Effectiveness project. A total of 10 sites were visited including Project Greenshores, Deadman's Island, Floridatown Park, Bayview Park, and several private property living shorelines in Bayou Grande and Blackwater Bay. The sites are in varying stages of development, including some sites that have not been constructed yet. This will allow staff to evaluate the success of these projects over time and determine their effectiveness at creating habitat and stabilizing shorelines. Staff will be conducting quarterly monitoring through 2025 across our estuary and the SASJBEP team will be assisting partners with monitoring living shoreline projects in Choctawhatchee Bay and St. Andrew Bay. Staff thanked the City of Gulf Breeze Fire Department and DEP for vessel support, and NAS for their coordination for site access.

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

i. Gulf of Mexico Conference

Staff presented The Humble Oyster short film as part of the Communicating, Messaging, and Storytelling session at the 2024 Gulf of Mexico Conference.

ii. Mardi Gras Bead Cleanup

A total of 19 teams and over 600lbs of beads were collected during the 3rd Annual Mardi Gras Bead Cleanup in downtown Pensacola. The collected beads were taken to Arc Gateway, where the beads will be sanitized, sorted, and repackaged for future use.



iii. The Watershed Game Practice Play

Staff are hosting a practice play of The Watershed Game this Friday, March 22nd, at the PPBEP office. The purpose of this practice play is to give the outreach staff practice in acting as facilitators before bringing the game into the classroom. Staff invited board members attend, if available.

iv. 2024 Outreach Programs

Staff reported on the last and upcoming Restoration Rambles and Trivia Night programs.

v. Volunteer Trainings

Staff recently held a Critter Catchers and Observation Tank Ambassador Volunteer Training at Shoreline Park in Gulf Breeze on Saturday, March 16th. Volunteers came out to learn how to seine, identify juvenile fish species and other animals, and basic communication for the general public. Staff have also held trainings in Perdido Key, at the Program's office in downtown Pensacola, and at the University of West Florida in the past couple of months for the Manatee Ambassador and Bay Ambassador volunteer programs. WEAR covered the Manatee Ambassadors volunteer program on air.

vi. Other Events

Staff attended another "The World is Your Oyster: A Collaboration Dinner" at Atlas Oyster House on March 12th with Grayson Bay Oyster Company. Staff were invited to speak about the importance of oysters, the Program, and our oyster restoration goals.

6. Action Items

a. Approval of Submitting a Letter of Support to Governor DeSantis Regarding PPBEP's Legislative Appropriations

Commissioner Colten Wright (Santa Rosa County) made a motion to approve submitting a letter of support to Governor DeSantis requesting he maintain funding levels for the Pensacola and Perdido Bays Estuary Program and University of West Florida Water Quality Center as adopted by the Legislature in the FY25 budget. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

b. Approval of Submitting a Letter of Appreciation to Senator Rubio and Senator Scott Regarding National Estuary Program Designation

Woody Speed (City of Orange Beach) made a motion to approve submitting a letter of appreciation to Senator Rubio and Senator Scott regarding their leadership in co-sponsoring legislation to designate PPBEP as a National Estuary Program. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.



- c. **Ratifying Approval of Florida State University Subcontract No. R000003338 with the 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 Colten Wright (Santa Rosa County) made a motion to ratify approval of the Executive Director's action approving Florida State University Subcontract No. R000003338 with 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. At the November 8, 2023 Board meeting, the Board approved the scope of work, and authorized entering into the subaward agreement.

- d. **Ratifying Approval of a Revised Purchase Order with Step One Automotive Ford Crestview, in the Amount of \$48,248, for a Ford F-150 4X4 Super Crew Cab**

Commissioner Colten Wright (Santa Rosa County) made a motion to ratify approval of the Executive Director's action to revise and replace the Purchase Order to Step One Automotive Ford Crestview approved at the November 8, 2023 Board meeting with a corrected Purchase Order, in the amount of \$48,248, for a Ford F-150 4x4 Super Crew Cab. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

- e. **Approval of University of West Florida Subaward No. 221276, in the Amount of \$349,999.39, for the Northwest Florida Estuary Water Quality Protection and Restoration Project Sponsored by Senator Broxson**

Woody Speed (City of Orange Beach) made a motion to approve and authorize the Executive Director to sign University of West Florida Subaward No. 221276 in the Amount of \$349,999.39 for the Northwest Florida Estuary Water Quality Protection and Restoration Project Sponsored by Senator Broxson. Commissioner Colten Wright (Santa Rosa County) seconded the motion. The motion passed unanimously.

- f. **Approval of Entering into an Agreement with Santa Rosa County for GIS Software**

Vernon Compton (City of Milton) made a motion to approve and authorize the Executive Director to sign an agreement with Santa Rosa County providing up to \$12,000 per year for an ESRI GIS Software License. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

- g. **Approval of Entering into a Memorandum of Understanding with the U.S. Environmental Protection Agency Center for Environmental Measurement and Modeling**

Commissioner Colten Wright (Santa Rosa County) made a motion to approve and authorize



the Executive Director to sign a Memorandum of Understanding with the U.S. Environmental Protection Agency Center for Environmental Measurement and Modeling to foster collaboration and partnership between PPBEP and EPA. Vernon Compton (City of Milton) seconded the motion. The motion passed unanimously.

h. Approval of Resolution No. 24-01 Florida Municipal Pension Trust Fund Resolution to Participate in Defined Contribution and Deferred Compensation Plans

Woody Speed (City of Orange Beach) made a motion to approve and authorize the Chairman to sign Resolution No. 24-01 Florida Municipal Pension Trust Fund Resolution to Participate in Defined Contribution and Deferred Compensation Plans and establish defined contribution rate of 9%. Mayor Cherry Fitch (City of Gulf Breeze) seconded the motion. The motion passed unanimously.

i. Approval of Entering Trust Joinder Agreements for Defined Contribution and Deferred Compensation Plans under Florida Municipal Pension Trust Fund Master Trust Agreement

Commissioner Colten Wright (Santa Rosa County) made a motion to approve, and authorize the Chairman to sign, Trust Joinder Agreements for Defined Contribution and Deferred Compensation Plans under Florida Municipal Pension Trust Fund Master Trust Agreement. Mike Norberg (Okaloosa County) seconded the motion. The motion passed unanimously.

7. Committee Updates

a. Technical Committee (Paul Looney, WRA / Technical Committee Chairman)

The Comprehensive Monitoring Workshop held on February 29th by staff had a diverse mix of attendees and provided opportunities to network and collaborate with people through engaging activities, such as interactive mapping activities. The 2024 Management Conference Meeting will be held on April 3rd.

b. Education and Outreach Committee (Logan McDonald, Community Outreach Coordinator)

During the last committee meeting held on February 1st, attendees came up with and voted on primary, secondary, and tertiary messaging for the Living Shorelines Cost Share Program break-out session that will take place at the 2024 Management Conference Meeting on April 3rd.

8. Board/Agency Updates

a. Vernon Compton (City of Milton) shared that the City of Milton was selected for a \$23,000 grant for riparian tree planting along Blackwater River, and recognized the work that Land Trusts are doing across whole landscapes, along with the importance for road crossing for wildlife and pedestrians along Florida's Wildlife Corridor and the potential to work with Florida Department of Transportation.

b. Mike Norberg (Okaloosa County) shared that the Choctawhatchee Bay Estuary Program's Comprehensive Conservation and Management Plan is out for review.



9. Public Comment

Phillip West (City of Orange Beach) inquired where the Program ages and stores oyster shells. Staff responded by explaining that it is a joint effort between Florida DEP and Escambia County. No other public comments were made.

10. Adjourned



Agenda Item 7.a.

Ratifying Approval of Subaward Agreement No. NOAA23-09 to the Choctawhatchee Basin Alliance, in the amount of \$65,500, in Support of the Gulf of Mexico Oyster Shell Recycling Network

Background: At the September 2023 Board Meeting, the Board approved Restore America's Estuaries Subaward No. NOAA-Gulf23-PPBEP with the Program, in the amount of \$351,759 for the Gulf of Mexico Oyster Shell Recycling Network. The Gulf of Mexico Community-based Oyster Shell Recycling and Reef Restoration Network, administered by Restore America's Estuaries, includes a partnership of six organizations located across the Gulf Coast to advance oyster shell recycling and restoration. In addition to re-establishing the Oyster Shell Recycling Program for Pensacola and Perdido Bays, PPBEP included the Choctawhatchee Basin Alliance (CBA), hosted by Northwest Florida State College, as a subawardee. CBA will use these funds to add a secondary route to their existing Oyster Shell Recycling Program.

Oyster Shell Recycling is a great way to engage restaurants and consumers in coastal restoration while reducing restaurant operating costs and saving landfill space.

Recommendation: Recommend the Board ratify approval of Subaward Agreement No. NOAA23-09 to the Choctawhatchee Basin Alliance hosted by Northwest Florida State College, in the amount of \$65,500, in support of the Gulf of Mexico Oyster Shell Recycling Network.

Financial Impact: This action will encumber \$65,500 in the Grant Account and is funded through Restore America's Estuaries Subaward Agreement No. NOAA-Gulf23-PPBEP.

Legal Review: General Counsel has reviewed and approved of the standard agreement.



Subrecipient Agreement
between Pensacola and Perdido Bays Estuary Program, Inc. and
Choctawhatchee Basin Alliance

Subrecipient Agreement #: NOAA23-09

Subaward Project Title: Choctawhatchee Basin Alliance NOAA IJA RAE Subaward

Federal Grant Agreement #: NA23NMF4630087

Period of Performance: October 1, 2023 – December 31, 2025

Subaward Amount: \$65,500

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 **Choctawhatchee Basin Alliance** (herein after referred to as “CBA” or “Subrecipient”).

WHEREAS, PPBEP is a subrecipient to National Ocean and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Grant Cooperative Agreement No. NA23NMF4630087 for the 2023 Gulf of Mexico Community Based Oyster Recycling and Reef Restoration Network Program (herein after referred to as “the Project”); and

WHEREAS, CBA 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 CBA 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.
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 \$65,500 for use by CBA 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 December 31, 2025 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 2 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 2. 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. Data Sharing Policy: Subrecipient agrees to complete a Data Management Plan (Attachment 3) and provide all data collected as part of the Project to PPBEP in accordance with NOAA’s standard terms and conditions.

12. 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.

- 13. 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.

- 14. 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.

15. 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 additives² — 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.

- 16. Indemnification:** Nothing in this Agreement shall be construed or interpreted to be a waiver of PPBEP’s sovereign immunity or the Subrecipient’s sovereign immunity as a part of Northwest Florida State College or of the application of § 768.28, Florida Statutes, as amended, or of any other constitutional, statutory, or other protections afforded to PPBEP or the Subrecipient. Nothing in this Agreement shall be construed as consent by either party to be sued by third parties in any matter arising out of or related to this or any other 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.

- 17. 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/>.

18. 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.

19. 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.

20. 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.

21. 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 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.

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 CBA:

Alison McDowell
Executive Director
Choctawhatchee Basin Alliance
850.200.4173
Mcdowel2@nwfsc.edu



PENSACOLA
& PERDIDO BAYS
ESTUARY PROGRAM

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

By: Matthew J. Posner

Matthew J. Posner, Executive Director

4/8/24
Date

**Choctawhatchee Basin Alliance
Of Northwest Florida State College**

By: Tanner McKnight

Tanner McKnight, Chief Financial Officer

4/8/2024
Date

- Attachment 1: Project Workplan, Budget, and Schedule
- Attachment 2: Quarterly Progress and Final Report Templates
- Attachment 3: Data Management Plan

Attachment 1: Project Workplan

Subrecipient Agreement #: NOAA23-09

Subaward Project Title: Choctawhatchee Basin Alliance NOAA IJA RAE Subaward

Period of Performance: October 1, 2023 – December 31, 2025

Award Amount: \$65,500

Project Location: Project will take place in Okaloosa and Walton Counties in Florida.

Project Abstract: Choctawhatchee Basin Alliance (CBA) of Northwest Florida State College will leverage funds from this subaward to purchase equipment that will increase our capacity to retrieve and store oyster shell used in habitat restoration. CBA will use \$50,000 to purchase a second truck and specially-designed trailer that will be used to add a second shell pick-up route. CBA will use \$15,000 to purchase a tractor to facilitate management of the shell curing and storage site. These improvements will result in an immediate increase of shell collected, geographic extent of program, and restaurant participation.

Tasks and Deliverables:

Task 1: 2nd Shell Pick-up Route

Task 1 Description: Create a second shell pick-up route to expand geographic reach and increase restaurant participation and amount of shell recycled.

Task 1 Deliverables: Spreadsheet logging each restaurant visit and amount of shell retrieved at each site.

Task 1 Performance Measure: Increase by 4 restaurants and 20 tons over the 2-year grant cycle.

Task 1 Budget: \$50,000.00

Task 2: Improved Shell Curing and Storage Site

Task 2 Description: Manage shell staging site to better accommodate shell storage from drying through deployment. Create two shell containment areas at curing and storing site, with the still-curing shell spread flat, and the cured shell mounded up into a tall pile to maximize space.

Task 2 Deliverables: Map of expanded shell curing and storage site. Photos of tractor being used to turn and move shell. Estimate of tons of shell actively being cured and stored.

Task 2 Performance Measure: Establish 2 separate shell containment areas, 1 for already-cured shell and 1 for curing shell.

Task 2 Budget: \$15,500.00

Subaward Budget: \$65,500

Object Categories	Year 1	Year 2	TOTAL
a. Personnel	-	-	-
b. Fringe Benefits	-	-	-
c. Travel	-	-	-
d. Equipment	\$65,500	-	\$65,500
e. Supplies	-	-	-
f. Contractual	-	-	-
g. Construction	-	-	-
h. Other	-	-	-
i. Total Direct Charges	-	-	-
j. Indirect Charges	-	-	-
k. Grand Total	\$0	\$0	\$65,500

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

Task No.	Start Date	End Date	Deliverable Due Date
1. 2 nd Shell Pick-up Route	7/01/24	10/31/25	12/1/25
2. Improved Shell Curing and Storage Site	7/01/24	10/31/25	12/1/25

Budget justification:

CBA originally opted to purchase a Galveston Bay-style dump truck with the entire \$65,500 subaward. Upon reflection, we decided that purchasing a second truck and trailer combination similar to the one we have now we allow us enough funds to purchase a small tractor, as well. The tractor allows us to better manage our shell pile, allowing us to turn the shell during the curing process and push already-dried shell into a taller pile that takes up less room. The tractor can also be used to move shell more efficiently from the storage site to the staging site, where we prepare the shell to deploy in bags, concrete covered jute, or molded substrates.



Agenda Item 7.b.

Approval of Subaward Agreement No. NOAA23-03 to the Florida Department of Environmental Protection, in the amount of \$96,065, in Support of the Pensacola Bay System Oyster Restoration Initiative

Background: At the September 2023 Board Meeting, the Board approved NOAA Cooperative Agreement No. NA23NMF4630079 with the Program, in the amount of \$10,993,732 for the Pensacola Bay System Oyster Restoration Initiative.

The Florida Department of Environmental Protection (DEP) was included as a subawardee. The Northwest Florida Aquatic Preserves Office of the Florida DEP will support PPBEP and project implementation by providing permitting support for the Oyster Restoration Initiative, as well as design, permitting, construction, and monitoring support for the Living Shoreline Cost Share Program.

Please note staff is working with Florida DEP to finalize scope of work task language. Staff is requesting approval of the agreement at the May Board Meeting as any revisions to the scope of work task language will not materially change the scope of work and intent of the agreement.

Recommendation: Recommend the Board approve, and authorize the Executive Director to sign, Subaward Agreement No. NOAA23-03 to the Florida Department of Environmental Protection, in the amount of \$96,500, subject to legal review and approval, in support of the Pensacola Bay System Oyster Restoration Initiative.

Financial Impact: This action will encumber \$96,065 in the Grant Account and is funded through NOAA Cooperative Agreement No. NA23NMF4630079.

Legal Review: General Counsel has reviewed and approved the standard agreement; however, legal review and approval will be obtained prior to executing the final agreement.



**Subrecipient Agreement
between Pensacola and Perdido Bays Estuary Program, Inc. and
The Florida Department of Environmental Protection**

Subrecipient Agreement #: NOAA23-03

Subaward Project Title: Florida Department of Environmental Protection NOAA IJA Subaward

Federal Grant Agreement #: NA23NMF4630079

Period of Performance: July 1, 2024 – August 31, 2027

Subaward Amount: \$96,065

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 Florida Department of Environmental Protection** (herein after referred to as “Florida DEP” 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 for the Pensacola Bay System Oyster Restoration Initiative (herein after referred to as “the Project”); and

WHEREAS, Florida DEP 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 Florida DEP 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.
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 \$96,065 for use by Florida DEP 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 July 1, 2024 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 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 2 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 2. 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 monthl. 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. Data Sharing Policy: Subrecipient agrees to complete a Data Management Plan (Attachment 3) and provide all data collected as part of the Project to PPBEP in accordance with NOAA’s standard terms and conditions.

12. 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.

- 13. 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.

- 14. 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.

15. 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 additives² — 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.

16. 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.

17. 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/>.

18. 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.

19. 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.

20. 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.

21. 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 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.

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 Florida DEP:

Zach Schang
Northwest Aquatic Preserves Manager
Florida Department of Environmental Protection
850.595.0683
Zachary.schang@floridadep.gov



**PENSACOLA
& PERDIDO BAYS
ESTUARY PROGRAM**

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

**Florida Department of Environmental
Protection**

By: _____

Matthew J. Posner, Executive Director

Date

By: _____

Adam Blalock, Deputy Secretary

Date

- Attachment 1: Project Workplan, Budget, and Schedule
- Attachment 2: Quarterly Progress and Final Report Templates
- Attachment 3: Data Management Plan

DRAFT



Agenda Item 7.c.

Approval of Subaward Agreement No. FLRACEP-FY24-01 to the Florida Department of Environmental Protection, in the amount of \$40,000, in Support of the Collaborative Science to Assess Restoration Success Project

Background: At the March 2024 Board Meeting, the Board approved FSU Subcontract No. R000003338. with the Program, in the amount of \$324,321 for the Collaborative Science to Assess Restoration Success (C-STARS) Project.

The Florida Department of Environmental Protection (DEP) was included as a subawardee. The Northwest Florida Aquatic Preserves Office of the Florida DEP will support PPBEP and project implementation by providing field monitoring support for PPBEP and will augment living shoreline effectiveness monitoring at locations across the Pensacola Bay System.

Please note staff is working with Florida DEP to finalize scope of work task language. Staff is requesting approval of the agreement at the May Board Meeting as any revisions to the scope of work task language will not materially change the scope of work and intent of the agreement.

Recommendation: Recommend the Board approve, and authorize the Executive Director to sign, subject to legal review and approval, Subaward Agreement No. FLRACEP-FY24-01 to the Florida Department of Environmental Protection, in the amount of \$40,000, in support of the Collaborative Science to Assess Restoration Success Project.

Financial Impact: This action will encumber \$40,000 in the Grant Account and is funded through FSU Subcontract No. R000003338.

Legal Review: General Counsel has reviewed and approved the standard agreement; however, legal review and approval will be obtained prior to executing the final agreement.



**Subrecipient Agreement
between Pensacola and Perdido Bays Estuary Program, Inc. and
the Florida Department of Environmental Protection**

Subrecipient Agreement #: FLRACEP-FY24-01
Subaward Project Title: C-STARS FLRACEP Subaward
Federal Grant Agreement #: 4710-1135-00-A
Period of Performance: July 1, 2024 – April 30, 2026
Subaward Amount: \$40,000.00

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 **Florida Department of Environmental Protection** (herein after referred to as “Florida DEP” or “Subrecipient”).

WHEREAS, PPBEP is a subrecipient to Florida State University through a Florida RESTORE Act Centers of Excellence Program (FLRACEP) awarded to the St. Andrew and St. Joseph Bays Estuary Program through State of Florida Institute of Oceanography Subaward Agreement No. 4710-1135-00-A for a project entitled “*Collaborative Science to Assess Restoration Success (C-STARS)*” (herein after referred to as “the Project”); and

WHEREAS, Florida DEP 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 Florida DEP 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.
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 \$40,000.00 for use by Florida DEP 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 July 1, 2024 through April 30, 2026 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. **Prime Award Terms and Conditions:** Subrecipient agrees to comply with all terms and conditions of Prime Award No. 4710-1135-00-A incorporated hereto as Attachment 3.
6. **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.
7. **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 2 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 2. 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.
8. **Outreach and Communications:** 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 the Project 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.



- 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. 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 info@ppbep.org. 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. **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.
 - b. **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.
 - c. **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.



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

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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.

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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.

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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

For Florida DEP:
Zach Schang



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Pensacola & Perdido Bays Estuary Program
850.595.0820
mjposner@ppbep.org

Northwest Aquatic Preserves Manager
Florida Department of Environmental Protection
850.595.0683
Zachary.schang@floridadep.gov

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

**Florida Department of Environmental
Protection**

By: _____

By: _____

Matthew J. Posner, Executive Director

Adam Blalock, Deputy Secretary

Date

Date

- Attachment 1: Project Workplan, Budget, and Schedule
- Attachment 2: Project Progress Report Template
- Attachment 3: Prime Award No. 4710-1135-00-A



Agenda Item 7.d.

Authorization of the Executive Director to Negotiate a Contract with Jacobs Engineering Group Inc. for P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services

Background: At the September 2023 Board Meeting, the Board approved NOAA Cooperative Agreement No. NA23NMF4630079 with the Program, in the amount of \$10,993,732 for the Pensacola Bay System Oyster Restoration Initiative.

The Pensacola Bay Oyster Restoration Initiative establishes a transformational vision to restore 600-hectares (1,482 acres, the size of approximately 1,482 football fields) of oyster habitat in the Pensacola Bay System over the next ten years to enhance ecosystem resilience, rebuild a sustainable fishery, and improve economic vitality. The Oyster Restoration Initiative and vision to restore 600-hectares of oyster habitat is a key objective in the Comprehensive Conservation and Management Plan.

PPBEP issued solicitation #p2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services Request for Qualifications (RFQ) on December 12, 2023. The solicitation closed on January 26, 2024. The solicitation was properly noticed on PPBEP's website, newsletter, social media, and several distribution lists. Seven firms responded.

The Selection/Review Committee shortlisted five firms on March 7, 2024. Interviews were held with the shortlisted firms between April 15 and April 16, 2024. The final ranking and selection meeting was held on April 16, 2024. The rank order adopted by the Committee ranked the firms in the following order: #1 Jacobs, #2 Freese and Nichols, #3 ESA, #4 JMT, and #5 Anchor.

The Committee is comprised of Matt Posner, Whitney Scheffel, Kent Smith (FWC), Zach Schang (DEP), and Katie Konchar (The Nature Conservancy, with Anne Birch as an alternate). Staff is requesting Board approval to negotiate a contract with Jacobs Engineering Group Inc. as the number one ranked firm, and authorizing the Executive Director to execute the contract, subject to legal review and approval. The contract will be brought before the Board for ratification at the July 2024 Board Meeting.

Recommendation: Recommend the Board authorize the Executive Director to negotiate a contract with Jacobs Engineering Group Inc. for P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services, and authorize the Executive Director to execute the contract, subject to legal review and approval, and ratification at the July 2024 Board Meeting.

Financial Impact: Funding is available in the Grant Account and is funded through NOAA Cooperative Agreement No. NA23NMF4630079 and Florida DEP Grant Agreement No. OWP02.

Legal Review: General Counsel is currently finalizing a contract with Jacobs, which is based on contract language previously adopted by Escambia County. Counsel will review and approve the final contract prior to execution. Should Counsel have outstanding concerns related to the contract, the contract will not be executed and instead will be brought before the Board in July for consideration.

Raw Scores					
	Anchor	ESA	Freese and Nichols	Jacobs	JMT
Matt Posner	50	89	89	91	65
Whitney Scheffel	50	84	87	89	61
Kent Smith	38	94	94	98	70
Zach Schang	34	92	94	95	77
Katie Konchar	45	74	82	84	64
Total	217	433	446	457	337

Rankings					
	Anchor	ESA	Freese and Nichols	Jacobs	JMT
Matt Posner	5	2	2	1	4
Whitney Scheffel	5	3	2	1	4
Kent Smith	5	2	2	1	4
Zach Schang	5	3	2	1	4
Katie Konchar	5	3	2	1	4
Total	25	13	10	5	20
Avg	5	2.6	2	1	4
Final Ranking	5	3	2	1	4



April 19, 2024

RFQ #P2324-01

FINAL RANKING NOTICE

Description: RFQ #P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services

Date Held: April 16, 2024 3:15 pm Central Time

Results: The Pensacola Bay System Oyster Restoration Initiative RFQ Review Committee held interviews with shortlisted firms on April 15th and April 16th, and on April 16th issued the final rank order as follows:

#1 Jacobs

#2 Freese and Nichols, Inc.

#3 Environmental Science Associates (ESA)

#4 Johnson, Mirmiran & Thompson, Inc. (JMT)

#5 Anchor QEA

Contact: Haley Gancel, Environmental Scientist

850.595.0896

info@ppbep.org

Noticed via email on 4/19/24



March 11, 2024

RFQ #P2324-01

NOTICE OF SHORTLIST

Description: RFQ #P2324-01 Pensacola Bay System Oyster Restoration Initiative Design and Permitting Services

Date Held: March 7, 2024 2:00 pm Central Time

Results: The Pensacola Bay System Oyster Restoration Initiative RFQ Review Committee shortlisted the following firms based on rank order:

#1 Jacobs

#2 Johnson, Mirmiran & Thompson, Inc. (JMT)

#3 Freese and Nichols, Inc.

#3 Anchor QEA

#5 Environmental Science Associates (ESA)

Contact: Haley Gancel, Environmental Scientist

850.595.0896

info@ppbep.org

Noticed via email on 3/11/24



PENSACOLA
& PERDIDO BAYS
ESTUARY PROGRAM

Pensacola and Perdido Bays Estuary Program, Inc.

Request for Qualifications

#P2324-01

Pensacola Bay System Oyster Restoration Initiative

Design and Permitting Services

Release Date: December 12, 2023

Response Deadline: 11:59 pm January 26, 2024

PLEASE NOTE: The negotiated contract will be between the selected firm and Pensacola and Perdido Bays Estuary Program, Inc., subject to the approval of the PPBEP Board of Directors.

Respondent is hereby notified that Section 287.05701, Florida Statutes, requires that the PPBEP may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. PPBEP will abide by the statutory provision and not seek or consider those interests.

Overview

The Pensacola and Perdido Bays Estuary Program’s (herein after referred to as “PPBEP” or “the Estuary Program”) mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

PPBEP is seeking to retain the services of a qualified vendor to provide design, engineering, modeling, and permitting services for the Pensacola Bay System Oyster Restoration Initiative. The Initiative is a ten-year goal to restore 600 hectares of oyster habitat in the Pensacola Bay System. For more information, please see Exhibit A – Scope of Services.

The PPBEP will competitively select a vendor in accordance with Florida Statutes 287.055. Final award will be contingent upon approval of the PPBEP Board of Directors. The PPBEP reserves the right to reject any and all responses, and to withdraw this Request for Qualifications before or after responses are received.

Funding Sources

Up to \$1 million is available to complete planning, design, engineering, modeling, and permitting associated with the 600-hectare Pensacola Bay System Oyster Restoration Initiative. Funding is made available through Florida Department of Environmental Protection Grant Agreement No. OWP02 and National Oceanic and Atmospheric Administration (NOAA) Transformational Habitat Restoration and Coastal Resilience Cooperative Agreement No. NA23NMF4630079. Both agreements are included as attachments on the PPBEP website. All applicable federal and state terms and conditions will carry forward in the contract between the PPBEP and the selected vendor.

Contact Information

Matt Posner
Executive Director
Pensacola and Perdido Bays Estuary Program
mjposner@ppbep.org
850.595.0820

Timeline

Please note the timeline is subject to change.

RFQ Release Date	December 12, 2023
Questions Due	January 15, 2024
RFQ Response Deadline	11:59 pm central time January 26, 2024
Evaluation Committee Shortlist Meeting	February 12, 2024
Decision/Ranking Meeting	February 27, 2024
1 st Negotiation Meeting	March 5, 2024
Board of Directors Meeting Approval	March 20, 2024

Questions

Questions should be submitted by email to info@ppbep.org no later than 9:00 am central time on January 15, 2024. Please include "RFQ #P2324-01 Question" in the subject line. All questions will be collated, presented anonymously, and answered in a document posted on the PPBEP website by January 19, 2024.

Submittal Requirements

All responses must be received no later than 11:59 pm central time January 26, 2024. Responses shall be submitted via email to info@ppbep.org. Please include "RFQ #P2324-01 Oyster Restoration Initiative Response" in the subject line.

Responses, including all supplemental material, shall not exceed 30 pages. At a minimum, an 11-pt typeface, 1" margins, and 1.0-line spacing shall be used throughout the body of the text. Response shall be submitted as a single PDF file.

The response shall include the following sections:

1. Cover/Transmittal Letter
 - a. Include the RFQ title, the company name, company UEID, address, and primary point of contact, including name, telephone number, and primary email contact.
 - b. State the names and titles of persons who will be authorized to make representations for the Respondent and the name of the person who will be authorized to bind the Respondent.
 - c. Summarize the Respondent's understanding of the services requested under this announcement, and why the Respondent is the best suited to carry out the scope of this project.
 - d. Describe quality control procedures and state whether the Respondent has been involved in a government contract that ended in termination or litigation.
 - e. State whether the Respondent has or anticipates a conflict of interest if the project is awarded.
2. Qualifications and Experience
 - a. Include a chart of the Project Team.
 - b. Identify project team members, their proposed roles on this project, their proposed time associated with this project, and their previous experience, education, and certifications.
 - c. Describe firm and project team's experience designing, permitting, and implementing similar type and scale habitat restoration projects.
3. Project Approach
 - a. Provide a detailed scope of work that describes the approach that will be used to accomplish the tasks in the RFQ.
 - b. Provide a schedule of initiation and completion of each proposed task and subtask, project milestones, and deliverables.
4. References
 - a. Provide names, and contact information of client references for three (3) completed or ongoing projects. Provide a summary description of work conducted, key objectives, and outcomes for the three projects submitted.

5. Certificate to do Business
 - a. Respondent shall provide their Certificate to do Business/Certificate of Status in the State of Florida. Respondents must be in good standing in the State of Florida and not be suspended nor debarred from Federal contracting or receiving Federal funds. Any respondent listed on the Excluded Party List System will be eliminated from further consideration.
6. Minority and Women Owned Enterprises
 - a. PPBEP encourages minority and women owned business enterprises to respond to all applicable procurement opportunities in accordance with 2CFR 200.321 and Florida Statutes 287.09451. If the project team includes a minority and/or women owned business enterprise, please include the certification in the response package.

Evaluation Criteria

The following evaluation criteria will be used to assess proposal responsiveness.

No.	Evaluation Criteria	Scoring Method
1.	<p>Qualifications and Experience of the Respondent The Respondent shall demonstrate ability and experience with similar type and size projects. The Respondent should submit qualifications of the prime and subcontractors, including qualifications and experience of individual team members.</p> <p>(Limit response to a maximum of ten (10) pages)</p>	0-40 Points
2.	<p>Project Approach Provide an organized and clear proposal describing the respondent’s project approach and workflow to complete the scope of services, and address PPBEP’s needs, local conditions, and Plan goals and objectives. Please specifically identify what makes the firm uniquely qualified to carry out the proposed scope of services.</p> <p>(Limit response to a maximum of ten (10) pages)</p>	0-45 Points
3.	<p>Previous Client References Provide three current and/or previous client references.</p>	0-10 Points
4.	<p>Firm Availability Firm should demonstrate through submittal of a proposed project schedule their ability to complete the project scope of services within 24 months of contract execution.</p>	0-5 Points
	Maximum Possible Score	100 Points

Evaluation Process

An Evaluation Committee shall meet for the purpose of discussing, scoring, and ranking proposals. All meetings of the Evaluation Committee are subject to, and must comply with, Florida’s Sunshine Law. Members of the Evaluation Committee will have demonstrated that they have no existing or anticipated conflict of interest in the project which they are evaluating.

Prior to the Evaluation Committee review meeting, PPBEP staff will contact references listed in proposals for information concerning performance history. To ensure that respondents are not suspended or

debarred from Federal contracting or receiving Federal funds, PPBEP staff will check the Excluded Party List System (<https://www.sam.gov/portal/public/SAM>). Any respondent listed on the Excluded Party List System will be eliminated from further consideration. This information will be provided at the Evaluation Committee meeting.

The Evaluation Committee will review and evaluate all proposals based on the evaluation criteria and will shortlist a minimum of three Respondents. If three or less responses are received, interviews will be scheduled with all submitting firms so long as the submittal requirements have been met. Shortlisted firms will be invited for an interview with the Evaluation Committee. Following interviews with all shortlisted firms, the Committee will rank firms according to the firm's response and presentation and vote to enter contract negotiations with the top ranked firm.

Following successful contract negotiations, the final contract, scope, fee, and budget will be recommended to the PPBEP Board of Directors for approval.

EXHIBIT A
STATEMENT OF WORK
PENSACOLA BAY SYSTEM OYSTER RESTORATION INITIATIVE
DESIGN AND PERMITTING SERVICES

Program Overview

The Pensacola and Perdido Bays Estuary Program’s (herein after referred to as “PPBEP” or “the Estuary Program”) mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

The Estuary Program serves as a trusted source for residents, businesses, industry, and the community on issues relating to preserving, restoring, improving, and maintaining the natural habitat and ecosystem of the bays, estuaries, and watersheds of Pensacola and Perdido Bays. PPBEP strives to achieve a healthy and collaborative environment by:

1. Elevating and increasing the importance, awareness, and understanding of environmental quality.
2. Employing rigorous, unbiased, and scientifically sound science to inform and guide decisions, policies, and initiatives.
3. Funding programs and projects that protect the environment and increase ecological resilience.
4. Building a network of inclusive, multi-stakeholder partnerships that takes into account factors affecting the environment, the economy, and the community-at-large for the benefit of improving the quality of life for all.

PPBEP is guided by a Comprehensive Conservation and Management Plan (CCMP), a ten-year roadmap for the restoration and protection of the Pensacola and Perdido Bay watersheds. The CCMP can be viewed at <https://www.ppbep.org/the-plan/ccmp>.

Project Background

In 2019, the State of Florida, PPBEP, and The Nature Conservancy (TNC) in Florida championed a new approach to oyster recovery via the [Oyster Fisheries and Habitat Management Plan for the Pensacola Bay System](#). The Plan is a new model for oyster restoration and management as a cooperative process with state and community stakeholders. While oysters were once a critical resource to communities across Florida, most oyster populations in Florida waters are now functionally extinct. Hence, oyster restoration is an imperative step to bring back oysters to Florida systems and restoration must happen across the entire bay to support the recovery of the fishery. The Plan is an approach that recognizes the need for oyster habitat to be restored at the bay scale and to improve effective management of the habitat to ensure recovery of lost ecosystem services and recovery of the wild harvest fishery and in coordination with the burgeoning oyster aquaculture market. Achieving sustainable fisheries and a healthy environment requires a holistic approach that integrates a community’s environmental, economic, and social well-being goals.

The Plan was professionally facilitated and developed over the course of two years using a transparent, inclusive, and consensus-based decision-making process that encouraged collaboration and support from all sectors across the community. More than 75 members of the community, including state natural resource management agencies, were interviewed prior to the planning process to gauge their level of interest and support for development of an oyster fisheries and habitat management plan; 100% of the respondents were supportive. Based on this strong community approval a Stakeholder Working Group (SWG) was convened comprised of 27 members representing state and local resource management agencies, wild harvesters, aquaculture farmers, academia, scientists, non-governmental and community-based organizations, and economic and development interests and businesses. The goal of the SWG was to develop a package of consensus recommendations informed by the best available science, data, and stakeholder experiences for the management and restoration of the Pensacola Bay System (PBS).

The Plan serves as the framework for enhancing oyster habitat resiliency in the PBS over the next ten years with goals, strategies, and actions identified under four major themes or pillars: A. Ecology, B. Wild Harvest and Aquaculture, C. Economy, and D. Public Education and Communication. The Plan provides the PBS community with a roadmap for long-term and sustainable restoration and management of oysters in the PBS. It can also serve as a model for management of oyster resources throughout Florida's estuarine systems, the Gulf of Mexico, and beyond. Actions needed to achieve the Plan's goals will also benefit other bay habitats (e.g., seagrass and salt marsh) and the community's economic and social well-being.

The Plan and the PPBEP have established a strong foundation for successfully restoring PBS oysters. The health of the oyster fishery and habitat are a core of the PPBEP's CCMP as metrics for measuring the health of the PBS. Upon completion of the Plan in 2021, the PPBEP immediately convened an Oyster Sub-Committee to provide technical guidance to staff on the implementation of the Plan. The Sub-committee is composed of many of the same members from the Plan's SWG and others in the community. The Sub-Committee's purpose is to implement the strategies and actions identified in the Plan.

The PBS Oyster Restoration Initiative

The Pensacola Bay System Oyster Restoration Initiative ("Initiative") establishes a transformational vision to restore 600-hectares (1,482 acres) of oyster habitat in the PBS over the next ten years to enhance ecosystem resilience, rebuild a sustainable fishery, and improve economic vitality.

Historically, the PBS supported over 12,140 hectares (30,000 acres) of oyster habitat, based on an interpretation of the first known oyster coverage map produced by the United States Fish Commission in 1883. Due to a variety of anthropogenic factors, including sedimentation, wastewater and stormwater inputs, overharvesting, and loss of suitable substrate, 95% of oyster habitat in the PBS has been lost since the 1950s. The massive loss of a dominant ecosystem component has left the PBS more vulnerable to other ecological and human perturbations, significantly reducing the amount and value of ecosystem services provided by oysters, and negatively affecting the oyster-dependent livelihoods and economy of the region, especially in the face of accelerating sea level rise and other climate impacts. Significant progress has been made, and continues to be made, to remedy these threats such that restoration of estuarine habitat, including oyster habitat, is now possible.

The PPBEP and its partners propose utilizing a watershed-based approach to undertake estuary-scale restoration of the oyster fishery to enhance ecosystem and community resilience.

Specifically, the selected firm will complete design and permitting for the entire estuary-scale Oyster Restoration Initiative (600 hectare. oyster habitat restoration target), including Phase I of the Initiative, which targets up to 100 hectares of oyster restoration in the PBS. The Initiative is a community supported and driven restoration goal. As such, construction of the Initiative is expected to be completed by marine contractors and community partners, including oyster farmers and volunteers.

The Initiative sustains productive fisheries and strengthens ecosystem resilience by instituting an unprecedented and transformational approach to oyster restoration through the design and permitting of estuary-scale restoration, as one project, utilizing multiple restoration techniques. The approach will accommodate oyster harvest and non-harvest, ecosystem services (e.g., water filtration, seagrass growth, shoreline protection), larval distribution and other benefits. The creation and/or enhancement of oyster habitat in the PBS will increase available juvenile and adult foraging and structural habitat for several Essential Fish Habitat (EFH) species, including red drum, snapper, grouper, shrimps, and crabs.

The Initiative aligns with the Oyster Fisheries and Habitat Management Plan of the PBS and the PPBEP's CCMP.

Completed Work

The project builds on a foundation of significant investments by the project partners to inform science-based habitat restoration siting and inform community-led goal setting, resulting in the PBS Oyster Restoration Initiative. Over the last two years, TNC, PPBEP, FWC, and the U.S. Environmental Protection Agency (EPA) have completed the following products:

I. Bottom Type Mapping: Between 2020 and 2021, PPBEP and TNC contracted with a Gulf Coast marine surveying firm to map known and suspected areas of subtidal and intertidal oyster reef habitat within the PBS using a combination of side-scan sonar, poling, and diving techniques. Where exposed oyster reef habitat was found, sampling was conducted to assess the condition of the oysters on these reefs as well as the areal dimensions of the reefs. The sampling results included percent live versus dead oysters, oyster size and density, as well as type of cultch material and invertebrates present. From the information collected on live oysters, the number of harvestable bags was estimated to provide quantitative data on fishery potential. The results of this assessment provide valuable and precise information on where addition of hard substrate is practical for supporting oyster reef creation, where more extensively engineered reef structure may be required to support live oysters, and where oyster habitat restoration should be avoided. This was the first bottom type mapping completed post-Deepwater Horizon oil spill.

II. Habitat Suitability Model: The project design will utilize the Oyster Habitat Suitability Model (HSM) developed during the Oyster Fisheries and Habitat Management Plan for the PBS development. The HSM utilized nine criteria for spatially characterizing areas most appropriate for oyster reef restoration: contemporary oyster beds, dissolved oxygen, historical oyster beds, larval recruitment, salinity, seagrass presence, substrate type, aquaculture leases, and shipping lanes. Project design will build on the HSM by incorporating more recently collected data and stakeholder preferences.

III. Spatially Explicit Water Filtration Model: Project siting and restoration priority will be informed by a spatially explicit water filtration potential model of oysters in the PBS. The model combines the HSM, a hydrodynamic model, and an oyster filtration model. Variation in filtration service was estimated based on changes in biotic and abiotic conditions during the model run period. Different bay-level restoration scenarios were modeled to explore the extent to which filtration services could be affected in all available habitats that are predicted to support oysters, and that gave oysters prolonged access to suspended particles. By virtually placing oysters throughout the estuary, we sought to determine the rank order of restoration priority, by delineating the locations that provide the greatest level of filtration services. Furthermore, we can estimate the maximum proportion of the bay that could be cleared by oysters, and thus the maximum restoration effectiveness to achieve the highest filtration. The modeled outputs also allow us to quantify the localized impacts of each individual location restored, which is an important communication tool when working toward long-term, large-scale goals. Given that filtration scales with the size and abundance of oysters, we also established reasonable reef-level demographic parameters (density and size classes) that can be used as “successful” restoration targets and inform post restoration monitoring.

IV. Vision Mapping: Utilizing the outputs from the three products above, PPBEP hosted an Oyster Restoration Site Selection or “Vision Mapping” Workshop in June 2022 with wild harvesters, aquaculture operators, Tribe members, resource managers, and academic experts to begin identifying priority locations for siting restoration based on fishery, habitat, and ecosystem service benefits.

Scope of Services

PPBEP is seeking to retain the services of a firm or local entity to provide the following services: design services, modeling, and permitting services. Final award will be contingent upon approval of the PPBEP Board of Directors. The PPBEP reserves the right to reject any and all proposals and to withdraw this Request for Proposals before or after proposals are received.

Timeline: PPBEP intends to enter into a contract with a single successful respondent on or before April 1, 2024. The project shall be completed within 24 months of contract execution.

Budget: Approximately \$1 million has been budgeted for design, permitting, and associated modeling and surveying.

The selected firm will complete the following services:

1. Design Services

The selected firm will produce 100% design plans for the Initiative, including Phase I of the Initiative which will target 100-ha of restoration/creation. The selected firm will be responsible for producing a Basis of Design Report, which should include but not be limited to prioritized habitat restoration/creation locations, explanation of restoration techniques, a phasing plan, modeling results, and a coastal conditions analysis. The selected firm is expected to produce approximately three standard design options that can be used across the Initiative’s project area. When developing design concepts, the firm should keep in mind construction will be completed by a combination of marine contractors and community partners, including oyster farmers and volunteers. The Basis of Design Report should address any constructability risks and identify mitigation measures.

The selected firm will produce 30%, 60%, 90%, and 100% design documents. Design documents should be compiled into one master design file; however, the design documents should be able to be broken out by project phase.

The selected firm should view the Initiative as a partnership. Throughout the project, the selected firm will work in conjunction with the Project Team to select sites, restoration techniques, preferred alternatives, phasing, stakeholder coordination, and permitting. It is anticipated that monthly standing meetings will be held with the Project Team, with quarterly meetings being held with the PPBEP Oyster Sub-Committee.

Anticipated deliverables include, but are not limited to:

- Basis of Design Report
 - Prioritized Habitat Restoration/Creation Locations
 - Explanation and Justification of Proposed Restoration Techniques
 - Phasing Plan
 - Modeling Results
 - Coastal Conditions Analysis
 - Ecological Resource Assessment – Desktop Analysis
- Design Plans
 - 30%, 60%, 90%, and 100% Plans

2. Modeling and Surveying

In tandem with design services, the selected firm will be responsible for completing required modeling and surveying.

Anticipated deliverables include, but are not limited to:

- Hydrodynamic Model and Report
- Sediment Transport Model and Report
- Bathymetric Survey, including:
 - Depth
 - Sediment Characteristics
- Cultural Resource Survey (if required)
- Submerged Aquatic Vegetation (SAV) Survey (if required)

3. Permitting Services

The selected firm will be responsible for completing permitting services. It is anticipated that a regulatory working group will be established for the Initiative to streamline permit review and minimize requests for additional information from the permitting agency. The selected firm will be expected to engage in these working group meetings. Agencies anticipated to be engaged include Florida Fish and Wildlife Conservation Commission, Florida Department of Environmental Protection, Florida Department of Agriculture and Consumer Services, Florida Department of State Division of Historical Resources, US Army Corps of Engineers, National Ocean and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) and Protected Resources, and the US Fish and Wildlife Service (USFWS).

Anticipated deliverables include, but are not limited to:

- Permit Applications
 - Florida Environmental Resource Permit
 - US Army Corps of Engineers – General or Individual Permit
 - NOAA NMFS/Protected Resources/US FWS Consultation
 - US Coast Guard – Private Aids to Navigation (PATON)
- Permits
 - Florida Environmental Resource Permit
 - US Army Corps of Engineers General or Individual Permit
 - PATONS Permit

4. Monitoring

The selected firm will work with the Project Team to develop a Monitoring Plan in compliance with NOAA Monitoring Guidance.

5. Bid Package

The selected firm will be responsible for producing the bid package.

6. Project Coordination

The selected firm will be responsible for engaging the Project Team through design and permitting, including participating in monthly meetings, reviewing deliverables with the Project Team, and participating in Board, Committee, and workshop meetings as needed.

7. Construction Oversight

The selected firm will be responsible for construction oversight and producing as-built drawings and certification.

8. Construction Manager at Risk (CMAR)

The selected firm will be responsible for assisting the Project Team in evaluating if a Construction Manager at Risk (CMAR) is warranted for the project, and if so, assisting the Project Team with developing a CMAR scope of work.



Agenda Item 7.e.

Approval of FY23-24 Second Quarter Financial Report

Background: The enclosed fiscal year 2023-2024 second quarter financial report covers the period January 1, 2024 through March 31, 2024. Included is the Statement of Financial Position, Statement of Activity by Class, Statement of Activity, and the General Ledger.

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

Financial Impact: As of March 31, 2024, PPBEP has \$127,007.83 in assets and \$127,007.83 in liabilities and equity. It should be noted that as of May 3, 2024, PPBEP's pending reimbursement request from Florida DEP, in the amount of \$384,161.86, was deposited. A separate reimbursement request from UWF, in the amount of \$75,505.91 is currently pending.

Legal Review: N/A

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Financial Position

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
PPBEP DONATION ACCOUNT (7423)	26,936.42
PPBEP GENERAL OPERATING ACCOUNT (7393)	85,594.38
PPBEP PAYROLL ACCOUNT (7407)	10,868.79
Total Bank Accounts	\$123,399.59
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll in Transit	0.00
Prepaid expenses	3,608.24
Total Other Current Assets	\$3,608.24
Total Current Assets	\$127,007.83
TOTAL ASSETS	\$127,007.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	11,959.43
Total Accounts Payable	\$11,959.43
Credit Cards	
HW Purchasing Card	1,877.26
Total Credit Cards	\$1,877.26
Other Current Liabilities	
Insurance Payable	2,507.70
Payroll wages and tax to pay	3,221.53
FL SUI Payable	1,820.33
Total Payroll wages and tax to pay	5,041.86
Total Other Current Liabilities	\$7,549.56
Total Current Liabilities	\$21,386.25
Total Liabilities	\$21,386.25
Equity	
Retained Earnings	256,192.56
Net Revenue	-150,570.98
Total Equity	\$105,621.58
TOTAL LIABILITIES AND EQUITY	\$127,007.83

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity

January - March, 2024

	TOTAL
Revenue	
Contributed income	6,601.10
Investment income	
Interest Income	2,353.55
Total Investment income	2,353.55
Services	540.00
Total Revenue	\$9,494.65
GROSS PROFIT	\$9,494.65
Expenditures	
Advertising & marketing	
Website ads	244.00
Total Advertising & marketing	244.00
Contract & professional fees	
Accounting fees	14,914.43
Legal fees	3,510.00
Total Contract & professional fees	18,424.43
Insurance	4,712.46
Meals	137.50
Occupancy	
Utilities	151.53
Total Occupancy	151.53
Office expenses	-0.06
Bank fees & service charges	3.50
Equipment lease & maintenance	42.01
Memberships & subscriptions	778.68
Merchant account fees	116.86
Office supplies	942.47
Parking	10.19
Printing & photocopying	141.00
Shipping & postage	9.65
Small tools & equipment	1,503.11
Software & apps	1,056.54
Total Office expenses	4,603.95
Other Business Expenses	750.00
Payroll expenses	670.00
FICA tax	6,809.45
FL SUI	956.35
Health insurance & accident plans	15,832.11
HSA ER	4,000.00
Reimbursement	4,884.93

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity

January - March, 2024

	TOTAL
Salaries & wages	89,011.77
Total Payroll expenses	122,164.61
Service Charges	70.00
Supplies	259.14
Supplies & materials	786.28
Total Supplies	1,045.42
Travel	
Conference Expense	1,250.00
Hotels	5,189.00
Vehicle rental	1,139.74
Total Travel	7,578.74
Total Expenditures	\$159,882.64
NET OPERATING REVENUE	\$ -150,387.99
Other Expenditures	
Vehicle expenses	
Vehicle gas & fuel	182.99
Total Vehicle expenses	182.99
Total Other Expenditures	\$182.99
NET OTHER REVENUE	\$ -182.99
NET REVENUE	\$ -150,570.98

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity by Class

January - March, 2024

	DONATIONS	FDEP OWP02	FLRACEP	GENERAL OPERATING	NOAA IJA PERDIDO	NOAA IJA RAE	UWF FY23-24 APPROPRIATION	TOTAL
Revenue								
Contributed income	1,000.00			5,601.10				\$6,601.10
Investment income								\$0.00
Interest Income				2,353.55				\$2,353.55
Total Investment income				2,353.55				\$2,353.55
Services	540.00							\$540.00
Total Revenue	\$1,540.00	\$0.00	\$0.00	\$7,954.65	\$0.00	\$0.00	\$0.00	\$9,494.65
GROSS PROFIT	\$1,540.00	\$0.00	\$0.00	\$7,954.65	\$0.00	\$0.00	\$0.00	\$9,494.65
Expenditures								
Advertising & marketing								\$0.00
Website ads				244.00				\$244.00
Total Advertising & marketing				244.00				\$244.00
Contract & professional fees								\$0.00
Accounting fees				14,914.43				\$14,914.43
Legal fees				3,510.00				\$3,510.00
Total Contract & professional fees				18,424.43				\$18,424.43
Insurance				4,712.46				\$4,712.46
Meals				137.50				\$137.50
Occupancy								\$0.00
Utilities				151.53				\$151.53
Total Occupancy				151.53				\$151.53
Office expenses				-0.06				\$ -0.06
Bank fees & service charges	3.50							\$3.50
Equipment lease & maintenance				42.01				\$42.01
Memberships & subscriptions				778.68				\$778.68
Merchant account fees	14.98			101.88				\$116.86
Office supplies				942.47				\$942.47
Parking				10.19				\$10.19
Printing & photocopying				141.00				\$141.00
Shipping & postage				9.65				\$9.65
Small tools & equipment			1,503.11					\$1,503.11
Software & apps				1,056.54				\$1,056.54
Total Office expenses	18.48		1,503.11	3,082.36				\$4,603.95
Other Business Expenses				750.00				\$750.00

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity by Class

January - March, 2024

	DONATIONS	FDEP OWP02	FLRACEP	GENERAL OPERATING	NOAA IJA PERDIDO	NOAA IJA RAE	UWF FY23-24 APPROPRIATION	TOTAL
Payroll expenses				670.00				\$670.00
FICA tax	32.13	607.09	434.59	3,916.05		276.43	1,543.16	\$6,809.45
FL SUI	0.74	148.79	29.76	713.44		19.05	44.57	\$956.35
Health insurance & accident plans	69.29	1,679.40	1,120.28	13,442.84	162.70	351.62	-994.02	\$15,832.11
HSA ER				4,000.00				\$4,000.00
Reimbursement				570.68			4,314.25	\$4,884.93
Salaries & wages	420.00	7,935.63	5,680.83	50,994.06		3,613.51	20,367.74	\$89,011.77
Total Payroll expenses	522.16	10,370.91	7,265.46	74,307.07	162.70	4,260.61	25,275.70	\$122,164.61
Service Charges				70.00				\$70.00
Supplies			24.82	234.32				\$259.14
Supplies & materials			55.39	730.89				\$786.28
Total Supplies			80.21	965.21				\$1,045.42
Travel								\$0.00
Conference Expense							1,250.00	\$1,250.00
Hotels				2,459.20			2,729.80	\$5,189.00
Vehicle rental							1,139.74	\$1,139.74
Total Travel				2,459.20			5,119.54	\$7,578.74
Total Expenditures	\$540.64	\$10,370.91	\$8,848.78	\$105,303.76	\$162.70	\$4,260.61	\$30,395.24	\$159,882.64
NET OPERATING REVENUE	\$999.36	\$ -10,370.91	\$ -8,848.78	\$ -97,349.11	\$ -162.70	\$ -4,260.61	\$ -30,395.24	\$ -150,387.99
Other Expenditures								
Vehicle expenses								\$0.00
Vehicle gas & fuel							182.99	\$182.99
Total Vehicle expenses							182.99	\$182.99
Total Other Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.99	\$182.99
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -182.99	\$ -182.99
NET REVENUE	\$999.36	\$ -10,370.91	\$ -8,848.78	\$ -97,349.11	\$ -162.70	\$ -4,260.61	\$ -30,578.23	\$ -150,570.98

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
PPBEP DONATION ACCOUNT (7423)								
Beginning Balance								25,097.87
01/01/2024	Payment	Bloom91 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	25,197.87
01/04/2024	Expenditure		No			Office expenses:Bank fees & service charges	-3.50	25,194.37
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	105.59	25,299.96
02/01/2024	Payment	Bloom92 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	25,399.96
02/05/2024	Expenditure		No			Office expenses:Merchant account fees	-3.50	25,396.46
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	99.56	25,496.02
03/01/2024	Deposit		No		DEPOSIT	Contributed income	1,000.00	26,496.02
03/01/2024	Expenditure		No			Office expenses:Merchant account fees	-7.98	26,488.04
03/01/2024	Expenditure		No			Office expenses:Merchant account fees	-3.50	26,484.54
03/01/2024	Payment	Bloom93 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	26,584.54
03/01/2024	Payment	Bloom94 (1)	No	Brister, Dalton		Accounts Receivable (A/R)	240.00	26,824.54
03/01/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	111.88	26,936.42
Total for PPBEP DONATION ACCOUNT (7423)							\$1,838.55	
PPBEP GENERAL OPERATING ACCOUNT (7393)								
Beginning Balance								222,413.26
01/03/2024	Expenditure		No		WC INS Bridgefield Casu 010324 - NORMAL ACH DEBIT	Insurance	-190.45	222,222.81
01/04/2024	Transfer		No		01/04 10:32 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-32,143.25	190,079.56
01/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 010424 - NORMAL ACH DEBIT	Insurance	-1,277.00	188,802.56
01/18/2024	Transfer		No		CARD PYMT HANCOCK WHITNEY 011824 - NORMAL ACH DEBIT	HW Purchasing Card	-405.07	188,397.49
01/29/2024	Transfer		No		01/29 17:33 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-22,629.53	165,767.96
01/30/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		Accounts Payable (A/P)	-11,475.00	154,292.96
01/31/2024	Bill Payment (Check)	1004	No	Pensacola Community Action Network		Accounts Payable (A/P)	-1,200.00	153,092.96
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	791.97	153,884.93
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	-Split-	-3,790.10	150,094.83
02/02/2024	Expenditure		No		WC INS Bridgefield Casu 020224 - NORMAL ACH DEBIT	Insurance	-190.45	149,904.38
02/21/2024	Credit Card Payment		No	Hancock Whitney		HW Purchasing Card	-4,487.94	145,416.44
02/28/2024	Transfer		No		02/28 13:48 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-25,162.81	120,253.63
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	576.21	120,829.84
03/04/2024	Expenditure		No		WC INS Bridgefield Casu 030424 - NORMAL ACH DEBIT	Insurance	-190.45	120,639.39
03/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 030424 - NORMAL ACH DEBIT	Insurance	-1,240.00	119,399.39
03/08/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		Accounts Payable (A/P)	-3,705.00	115,694.39
03/12/2024	Bill Payment (Check)	1009	No	Beggs & Lane, RLLP		Accounts Payable (A/P)	-3,015.00	112,679.39
03/13/2024	Bill Payment (Check)	1006	No	Beggs & Lane, RLLP		Accounts Payable (A/P)	-495.00	112,184.39
03/18/2024	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	HW Purchasing Card	-7,630.58	104,553.81
03/21/2024	Transfer		No		03/21 08:50 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-25,000.00	79,553.81
03/22/2024	Deposit		No		DIRECT PAY FLORIDA STATE UN 032224 - ACH CREDIT	Contributed income	5,601.10	85,154.91
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	439.47	85,594.38
Total for PPBEP GENERAL OPERATING ACCOUNT (7393)							\$ -136,818.88	
PPBEP PAYROLL ACCOUNT (7407)								
Beginning Balance								17,749.11
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	Payroll expenses	-180.00	17,569.11
01/04/2024	Transfer		No		01/04 10:32 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	32,143.25	49,712.36
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	-Split-	-10,442.26	39,270.10
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	38,940.10
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	-Split-	-3,790.10	35,150.00
01/05/2024	Expenditure		No		BACK HSA PPBEP PRA 010524 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-150.00	35,000.00
01/10/2024	Expenditure		No	IRS	USATAXPYMT IRS 011024 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.29	31,842.71
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	-Split-	-11,738.49	20,104.22
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	19,774.22
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	Payroll expenses	-236.50	19,537.72
01/23/2024	Expenditure		No		PAYROLL NATPAY-13694854 012324 - NORMAL ACH DEBIT	Payroll expenses:HSA ER	-4,000.00	15,537.72
01/24/2024	Expenditure		No	IRS	USATAXPYMT IRS 012424 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.25	12,380.47
01/26/2024	Expenditure		No		EMPL FEE HSA BANK 012624 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	12,370.47
01/29/2024	Transfer		No		01/29 17:33 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	22,629.53	35,000.00
01/31/2024	Deposit		No		PAYROLL 50350003 PENSACO 013124 - ACH CREDIT	Insurance	180.00	35,180.00
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	108.50	35,288.50
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	-Split-	-10,514.07	24,774.43
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	24,444.43
02/07/2024	Expenditure		No	IRS	USATAXPYMT IRS 020724 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.29	21,287.14
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	20,957.14
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	Payroll expenses	-121.50	20,835.64
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	-Split-	-10,998.45	9,837.19
02/22/2024	Expenditure		No	IRS	USATAXPYMT IRS 022224 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.25	6,679.94

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/27/2024	Expenditure		No		EMPL FEE HSA BANK 022724 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	6,669.94
02/28/2024	Transfer		No		02/28 13:48 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	25,162.81	31,832.75
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	66.22	31,898.97
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	-Split-	-10,442.25	21,456.72
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	21,126.72
03/01/2024	Expenditure		No		CORP PAY PPBEP PRA 030124 - NORMAL ACH DEBIT	-Split-	-3,790.10	17,336.62
03/06/2024	Expenditure		No	IRS	USATAXPYMT IRS 030624 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.31	14,179.31
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	-Split-	-13,531.58	647.73
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	317.73
03/21/2024	Transfer		No		03/21 08:50 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	25,000.00	25,317.73
03/21/2024	Expenditure		No	IRS	USATAXPYMT IRS - FORCE PAY-DR	Payroll wages and tax to pay	-3,200.95	22,116.78
03/26/2024	Expenditure		No		EMPL FEE HSA BANK 032624 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	22,106.78
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	Payroll expenses	-132.00	21,974.78
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	-Split-	-10,830.14	11,144.64
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	10,814.64
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	54.15	10,868.79
Total for PPBEP PAYROLL ACCOUNT (7407)							\$ -6,880.32	
Accounts Receivable (A/R)								
01/01/2024	Pledge	Bloom91 (1)	No	Miyatsu, Toshiya		Services	100.00	100.00
01/01/2024	Payment	Bloom91 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	0.00
02/01/2024	Pledge	Bloom92 (1)	No	Miyatsu, Toshiya		Services	100.00	100.00
02/01/2024	Payment	Bloom92 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	0.00
03/01/2024	Payment	Bloom94 (1)	No	Brister, Dalton		PPBEP DONATION ACCOUNT (7423)	-240.00	-240.00
03/01/2024	Payment	Bloom93 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	-340.00
03/01/2024	Pledge	Bloom93 (1)	No	Miyatsu, Toshiya		Services	100.00	-240.00
03/01/2024	Pledge	Bloom94 (1)	No	Brister, Dalton		Services	240.00	0.00
Total for Accounts Receivable (A/R)							\$0.00	
Payroll in Transit								
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	10,442.25	10,442.25
03/01/2024	Journal Entry	CRI 7	Yes		To reverse the payroll in transit entry from February	-Split-	-10,442.25	0.00
Total for Payroll in Transit							\$0.00	
Prepaid expenses								
Beginning Balance								
01/31/2024	Journal Entry	CRI 3 Prepaid Insurc.	Yes		Monthly Prepaid JE	-Split-	-601.37	5,412.35
02/29/2024	Journal Entry	CRI 5	Yes		Monthly Prepaid JE	-Split-	-601.37	4,209.61
03/31/2024	Journal Entry	CRI 8	Yes		Monthly Prepaid JE	-Split-	-601.37	3,608.24
Total for Prepaid expenses							\$ -1,804.11	
Accounts Payable (A/P)								
Beginning Balance								
01/29/2024	Bill	1	No	SafeNav Marine, LLC		Other Business Expenses	750.00	12,675.00
01/30/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		PPBEP GENERAL OPERATING ACCOUNT (7393)	-11,475.00	1,950.00
01/31/2024	Bill Payment (Check)	1004	No	Pensacola Community Action Network		PPBEP GENERAL OPERATING ACCOUNT (7393)	-1,200.00	750.00
02/28/2024	Bill	127699	No	Beggs & Lane, RLLP		Contract & professional fees:Legal fees	3,015.00	3,765.00
03/08/2024	Bill	128172	No	Beggs & Lane, RLLP		Contract & professional fees:Legal fees	495.00	4,260.00
03/08/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,705.00	555.00
03/12/2024	Bill Payment (Check)	1009	No	Beggs & Lane, RLLP		PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,015.00	-2,460.00
03/13/2024	Bill Payment (Check)	1006	No	Beggs & Lane, RLLP		PPBEP GENERAL OPERATING ACCOUNT (7393)	-495.00	-2,955.00
03/29/2024	Bill	17900948	No	Carr Riggs & Ingram, LLC		Contract & professional fees:Accounting fees	14,914.43	11,959.43
Total for Accounts Payable (A/P)							\$ -715.57	
HW Purchasing Card								
Beginning Balance								
01/03/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	405.07
01/04/2024	Expenditure		No	Verizon	VZWRLSS*APOCC VISB	Occupancy:Utilities	50.51	545.58
01/04/2024	Expenditure		No	Gulf of Mexico Alliance	GULF MEX ALLIANCE	Travel:Conference Expense	1,250.00	1,795.58
01/08/2024	Expenditure		No	USPS	USPS PO XXXXXX0002	Office expenses:Shipping & postage	9.65	1,805.23
01/10/2024	Expenditure		No	Best Buy	BESTBUYCOMXXXXXXXXX0535	Office expenses:Office supplies	169.98	1,975.21
01/15/2024	Expenditure		No	Four Points	FOUR POINTS TALLAHASSE	Travel:Hotels	199.00	2,174.21
01/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	2,255.21
01/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	25.47	2,280.68
01/18/2024	Expenditure		No	CoCo Designs	IN *COCO DESIGN	Supplies:Supplies & materials	378.00	2,658.68
01/18/2024	Transfer		No		CARD PYMT HANCOCK WHITNEY 011824 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-405.07	2,253.61
01/23/2024	Expenditure		No	Fondriest Environmental, Inc	FONDRIEST ENVIRONMENTAL I	Office expenses:Small tools & equipment	1,503.11	3,756.72
01/26/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	5.70	3,762.42
01/26/2024	Expenditure		No	Bloomerang	BLOOMERANG	Office expenses:Memberships & subscriptions	725.52	4,487.94

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/05/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	4,577.94
02/05/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	Occupancy:Utilities	50.51	4,628.45
02/05/2024	Expenditure		No	Amazon	AMAZON.COM*R26D758P2	Supplies	24.82	4,653.27
02/12/2024	Expenditure		No	Wufoo	SMK*WUFOO.COM CHARGE	Office expenses:Software & apps	349.00	5,002.27
02/12/2024	Expenditure		No	State of Florida	Registration Fee NIC*-FL SUNBIZ.ORG	Service Charges	70.00	5,072.27
02/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	5,153.27
02/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	42.45	5,195.72
02/19/2024	Expenditure		No	Exxon	EXXON FAST TRACK #200	Vehicle expenses:Vehicle gas & fuel	65.65	5,261.37
02/19/2024	Expenditure		No	AnyPromo	ANYPROMO.COM	Office expenses:Office supplies	340.17	5,601.54
02/19/2024	Expenditure		No	Bluehost	WEB*BLUEHOST.COM	Office expenses:Software & apps	89.88	5,691.42
02/20/2024	Expenditure		No	Amazon	AMZN MKTP US*RI0P16PU1	Supplies:Supplies & materials	131.72	5,823.14
02/21/2024	Credit Card Payment		No	Hancock Whitney	CARD PYMT HANCOCK WHITNEY 022124 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-4,487.94	1,335.20
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,195.00	2,530.20
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,285.30	3,815.50
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,363.00	5,178.50
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,195.00	6,373.50
02/26/2024	Expenditure		No	Raceway	RACEWAY6855 97768550	Vehicle expenses:Vehicle gas & fuel	58.76	6,432.26
02/26/2024	Expenditure		No	Chevron	CHEVRON 0042059	Vehicle expenses:Vehicle gas & fuel	58.58	6,490.84
02/26/2024	Expenditure		No	Enterprise Rent-A-Car	ENTERPRISE RENT-A-CAR	Travel:Vehicle rental	1,139.74	7,630.58
02/29/2024	Expenditure		No	Publix	PUBLIX #1522	Supplies	39.11	7,669.69
03/01/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	Office expenses:Memberships & subscriptions	4.99	7,674.68
03/01/2024	Expenditure		No	Bay Area Printing	BAY AREA PRINTING & GRAPH	Office expenses:Printing & photocopying	141.00	7,815.68
03/01/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	Meals	68.34	7,884.02
03/01/2024	Expenditure		No	Publix	PUBLIX #1522	Supplies	195.21	8,079.23
03/04/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	Office expenses:Memberships & subscriptions	48.17	8,127.40
03/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	Occupancy:Utilities	50.51	8,177.91
03/04/2024	Expenditure		No		GANNETT MEDIA CO	Advertising & marketing:Website ads	1.00	8,178.91
03/04/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	8,268.91
03/04/2024	Expenditure		No	Enterprise Rental Car Toll Payment	ERAC TOLL 857739222	Office expenses:Parking	6.03	8,274.94
03/05/2024	Expenditure		No	Amazon	AMZN MKTP US*RZ72R2511	Supplies:Supplies & materials	14.83	8,289.77
03/07/2024	Expenditure		No	Amazon	AMZN MKTP US*RN2ED7I80	Supplies:Supplies & materials	55.39	8,345.16
03/12/2024	Expenditure		No	pc/Nametag	Lanyards and badgholders	Office expenses:Office supplies	409.86	8,755.02
03/12/2024	Expenditure		No	Amazon	AMZN MKTP US*R617X26K0	Supplies:Supplies & materials	206.34	8,961.36
03/14/2024	Expenditure		No	Mickeys Nametags	Staff nametags	Office expenses:Office supplies	22.53	8,983.89
03/15/2024	Expenditure		No	Glaze Communications	GLAZE COMMUNICATIONS SERV	Office expenses:Software & apps	347.66	9,331.55
03/18/2024	Expenditure		No	City of Gulf Breeze	CITY OF GULF BREEZE PARKI	Office expenses:Parking	4.16	9,335.71
03/18/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	9,416.71
03/18/2024	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	PPBEP GENERAL OPERATING ACCOUNT (7393)	-7,630.58	1,786.13
03/18/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	33.96	1,820.09
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	Travel:Hotels	-6.30	1,813.79
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	Travel:Hotels	-42.00	1,771.79
03/25/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	Meals	69.16	1,840.95
03/28/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	36.31	1,877.26
Total for HW Purchasing Card							\$1,472.19	
Insurance Payable								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	835.90	1,371.80
01/05/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	-535.90	835.90
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
02/02/2024	Expenditure		No			PPBEP GENERAL OPERATING ACCOUNT (7393)	-1,671.80	0.00
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	835.90
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	2,507.70
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-835.90	1,671.80
03/01/2024	Expenditure		No		CORP PAY PPBEP PRA 030124 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-1,671.80	0.00
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	835.90	835.90
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	2,507.70
Total for Insurance Payable							\$1,971.80	
Payroll wages and tax to pay								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	3,157.29	3,157.35
01/10/2024	Expenditure		No	IRS	USATAXPYMT IRS 011024 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.29	0.06
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	3,157.25	3,157.31
01/24/2024	Expenditure		No	IRS	USATAXPYMT IRS 012424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.25	0.06

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/31/2024	Journal Entry	CRI 4	Yes		To adjust payroll liability	-Split-	-0.06	0.00
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.29	3,157.29
02/07/2024	Expenditure		No	IRS	USATAXPYMT IRS 020724 -	PPBEP PAYROLL ACCOUNT (7407)	-3,157.29	0.00
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.25	3,157.25
02/22/2024	Expenditure		No	IRS	USATAXPYMT IRS 022224	PPBEP PAYROLL ACCOUNT (7407)	-3,157.25	0.00
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-3,157.31	-3,157.31
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.31	0.00
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	3,157.31	3,157.31
03/06/2024	Expenditure		No	IRS	USATAXPYMT IRS 030624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.31	0.00
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,200.95	3,200.95
03/21/2024	Expenditure		No	IRS	USATAXPYMT IRS - FORCE PAY-DR	PPBEP PAYROLL ACCOUNT (7407)	-3,200.95	0.00
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,221.53	3,221.53
Total for Payroll wages and tax to pay							\$3,221.47	
FL SUI Payable								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	341.08	1,205.08
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	319.41	1,524.49
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.38	1,689.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	102.92	1,792.79
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-16.20	1,776.59
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	16.20	1,792.79
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	16.20	1,808.99
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	11.34	1,820.33
Total for FL SUI Payable							\$956.33	
Total for Payroll wages and tax to pay with sub-accounts							\$4,177.80	
Retained Earnings								
Beginning Balance								
Total for Retained Earnings								256,192.56
Contributed income								
03/01/2024	Deposit		No		DEPOSIT	PPBEP DONATION ACCOUNT (7423)	1,000.00	1,000.00
03/22/2024	Deposit		No		DIRECT PAY FLORIDA STATE UN 032224 - ACH CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	5,601.10	6,601.10
Total for Contributed income							\$6,601.10	
Investment income								
Interest Income								
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	108.50	108.50
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	105.59	214.09
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	791.97	1,006.06
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	66.22	1,072.28
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	576.21	1,648.49
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	99.56	1,748.05
03/01/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	111.88	1,859.93
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	54.15	1,914.08
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	439.47	2,353.55
Total for Interest Income							\$2,353.55	
Total for Investment income							\$2,353.55	
Services								
01/01/2024	Pledge	Bloom91 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	100.00
02/01/2024	Pledge	Bloom92 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	200.00
03/01/2024	Pledge	Bloom93 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	300.00
03/01/2024	Pledge	Bloom94 (1)	No	Brister, Dalton		Accounts Receivable (A/R)	240.00	540.00
Total for Services							\$540.00	
Advertising & marketing								
Website ads								
01/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	81.00
02/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	162.00
03/04/2024	Expenditure		No		GANNETT MEDIA CO	HW Purchasing Card	1.00	163.00
03/18/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	244.00
Total for Website ads							\$244.00	
Total for Advertising & marketing							\$244.00	
Contract & professional fees								
Accounting fees								
03/29/2024	Bill	17900948	No	Carr Riggs & Ingram, LLC	General ledger accounting services for February	Accounts Payable (A/P)	14,914.43	14,914.43
Total for Accounting fees							\$14,914.43	

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Legal fees								
02/28/2024	Bill	127699	No	Beggs & Lane, RLLP	Beggs & Lane, RLLP	Accounts Payable (A/P)	3,015.00	3,015.00
03/08/2024	Bill	128172	No	Beggs & Lane, RLLP	Beggs & Lane, RLLP	Accounts Payable (A/P)	495.00	3,510.00
Total for Legal fees							\$3,510.00	
Total for Contract & professional fees							\$18,424.43	
Insurance								
01/03/2024	Expenditure		No		WC INS Bridgefield Casu 010324 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	190.45
01/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 010424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,277.00	1,467.45
01/31/2024	Deposit		No		PAYROLL 50350003 PENSACO 013124 - ACH CREDIT	PPBEP PAYROLL ACCOUNT (7407)	-180.00	1,287.45
01/31/2024	Journal Entry	CRI 3 Prepaid Insurc.	Yes		Monthly Prepaid JE	-Split-	601.37	1,888.82
02/02/2024	Expenditure		No		WC INS Bridgefield Casu 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	2,079.27
02/29/2024	Journal Entry	CRI 5	Yes		Monthly Prepaid JE	-Split-	601.37	2,680.64
03/04/2024	Expenditure		No		WC INS Bridgefield Casu 030424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	2,871.09
03/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 030424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,240.00	4,111.09
03/31/2024	Journal Entry	CRI 8	Yes		Monthly Prepaid JE	-Split-	601.37	4,712.46
Total for Insurance							\$4,712.46	
Meals								
03/01/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	HW Purchasing Card	68.34	68.34
03/25/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	HW Purchasing Card	69.16	137.50
Total for Meals							\$137.50	
Occupancy								
Utilities								
01/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	50.51
02/05/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	101.02
03/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	151.53
Total for Utilities							\$151.53	
Total for Occupancy							\$151.53	
Office expenses								
01/31/2024	Journal Entry	CRI 4	Yes		To adjust payroll liability	-Split-	-0.06	-0.06
Total for Office expenses							\$ -0.06	
Bank fees & service charges								
01/04/2024	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	3.50	3.50
Total for Bank fees & service charges							\$3.50	
Equipment lease & maintenance								
01/26/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	5.70	5.70
03/28/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	36.31	42.01
Total for Equipment lease & maintenance							\$42.01	
Memberships & subscriptions								
01/26/2024	Expenditure		No	Bloomerang	BLOOMERANG	HW Purchasing Card	725.52	725.52
03/01/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	HW Purchasing Card	4.99	730.51
03/04/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	HW Purchasing Card	48.17	778.68
Total for Memberships & subscriptions							\$778.68	
Merchant account fees								
01/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	25.47	25.47
02/05/2024	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	3.50	28.97
02/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	42.45	71.42
03/01/2024	Expenditure		No		Dalton Brister	PPBEP DONATION ACCOUNT (7423)	7.98	79.40
03/01/2024	Expenditure		No		Miyatsu, Toshiya	PPBEP DONATION ACCOUNT (7423)	3.50	82.90
03/18/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	33.96	116.86
Total for Merchant account fees							\$116.86	
Office supplies								
01/10/2024	Expenditure		No	Best Buy	Projector and portable stand	HW Purchasing Card	169.98	169.98
02/19/2024	Expenditure		No	AnyPromo	Reusable utensil kits	HW Purchasing Card	340.17	510.15
03/12/2024	Expenditure		No	pc/Nametag	Lanyards and badgholders	HW Purchasing Card	409.86	920.01
03/14/2024	Expenditure		No	Mickeys Nametags	Staff nametags	HW Purchasing Card	22.53	942.54
03/31/2024	Journal Entry	CRI 10	Yes		To adjust the Wages and salaries to match quarterly return	-Split-	-0.07	942.47
Total for Office supplies							\$942.47	
Parking								
03/04/2024	Expenditure		No	Enterprise Rental Car Toll Payment	ERAC TOLL 857739222	HW Purchasing Card	6.03	6.03
03/18/2024	Expenditure		No	City of Gulf Breeze	CITY OF GULF BREEZE PARKI	HW Purchasing Card	4.16	10.19
Total for Parking							\$10.19	
Printing & photocopying								
03/01/2024	Expenditure		No	Bay Area Printing	BAY AREA PRINTING & GRAPH	HW Purchasing Card	141.00	141.00

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for Printing & photocopying							\$141.00	
Shipping & postage								
01/08/2024	Expenditure		No	USPS	USPS PO XXXXXX0002	HW Purchasing Card	9.65	9.65
Total for Shipping & postage							\$9.65	
Small tools & equipment								
01/23/2024	Expenditure		No	Fondriest Environmental, Inc	Turbidity sensor	HW Purchasing Card	1,503.11	1,503.11
Total for Small tools & equipment							\$1,503.11	
Software & apps								
01/03/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	90.00
02/05/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	180.00
02/12/2024	Expenditure		No	Wufoo	Wufoo form Annual Subscription	HW Purchasing Card	349.00	529.00
02/19/2024	Expenditure		No	Bluehost	Estuary 101 SSL Renewal	HW Purchasing Card	89.88	618.88
03/04/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	708.88
03/15/2024	Expenditure		No	Glaze Communications	GLAZE COMMUNICATIONS SERV	HW Purchasing Card	347.66	1,056.54
Total for Software & apps							\$1,056.54	
Total for Office expenses with sub-accounts							\$4,603.95	
Other Business Expenses								
01/29/2024	Bill	1	No	SafeNav Marine, LLC	Kayak Safety Training	Accounts Payable (A/P)	750.00	750.00
Total for Other Business Expenses							\$750.00	
Payroll expenses								
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	180.00	180.00
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	236.50	416.50
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	121.50	538.00
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	132.00	670.00
Total for Payroll expenses							\$670.00	
FICA tax								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	327.21	327.21
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	404.31	731.52
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	67.93	799.45
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	166.99	966.44
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	658.88	1,625.32
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	237.13	1,862.45
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	70.41	1,932.86
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	96.58	2,029.44
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.23	2,345.67
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	412.81	2,758.48
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	140.83	2,899.31
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	88.02	2,987.33
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.23	3,303.56
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	465.61	3,769.17
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	96.57	3,865.74
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-451.62	3,414.12
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-48.29	3,365.83
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-358.82	3,007.01
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	48.29	3,055.30
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	37.31	3,092.61
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	451.62	3,544.23
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	70.42	3,614.65
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	358.82	3,973.47
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-70.42	3,903.05
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-37.31	3,865.74
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	358.82	4,224.56
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	451.62	4,676.18
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	70.42	4,746.60
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	48.29	4,794.89
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	37.31	4,832.20
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	489.34	5,321.54
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	489.34	5,810.88
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	32.13	5,843.01
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	171.19	6,014.20
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	193.15	6,207.35
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	145.04	6,352.39
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	70.42	6,422.81
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	386.64	6,809.45

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-1,227.20	5,582.25
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	1,227.20	6,809.45
Total for FICA tax							\$6,809.45	
FL SUI								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	110.85	110.85
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	17.05	127.90
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	68.22	196.12
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	144.96	341.08
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	207.62	548.70
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	79.85	628.55
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	31.94	660.49
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	49.61	710.10
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	16.54	726.64
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	66.15	792.79
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	33.08	825.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	30.88	856.75
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.29	867.04
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	48.89	915.93
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	12.87	928.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	7.90	936.70
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.81	935.89
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.41	936.30
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.81	937.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.62	938.73
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.41	938.32
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-7.90	930.42
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-1.62	928.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5.47	934.27
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-5.47	928.80
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.81	929.61
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.41	930.02
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	1.62	931.64
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	5.47	937.11
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	7.90	945.01
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.06	946.07
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4.24	950.31
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.59	951.90
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2.12	954.02
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.74	954.76
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.59	956.35
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	273.31	1,229.66
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-273.31	956.35
Total for FL SUI							\$956.35	
Health insurance & accident plans								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	207.25	207.25
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	292.70	499.95
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	829.95
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	318.77	1,148.72
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	17.18	1,165.90
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,138.97	2,304.87
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	813.56	3,118.43
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	162.70	3,281.13
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,138.97	4,420.10
01/05/2024	Expenditure		No		BACK HSA PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	150.00	4,570.10
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	493.83	5,063.93
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	300.55	5,364.48
01/18/2024	Expenditure		No		Employee HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	5,694.48
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	41.52	5,736.00
01/26/2024	Expenditure		No		EMPL FEE HSA BANK 012624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	5,746.00
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	661.97	6,407.97
02/02/2024	Expenditure		No		HSA EE Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	6,737.97
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	83.05	6,821.02
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	210.70	7,031.72
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	376.43	7,408.15
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	17.65	7,425.80

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	176.53	7,602.33
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	962.06	8,564.39
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	300.09	8,864.48
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.73	9,030.21
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.73	9,195.94
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	407.57	9,603.51
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	210.70	9,814.21
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	51.90	9,866.11
02/15/2024	Expenditure		No		HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	10,196.11
02/27/2024	Expenditure		No		EMPL FEE HSA BANK	PPBEP PAYROLL ACCOUNT (7407)	10.00	10,206.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	242.90	10,449.01
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-82.86	10,366.15
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.86	10,365.29
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-467.76	9,897.53
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-41.52	9,856.01
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-242.90	9,613.11
02/29/2024	Expenditure		No		Employee HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	9,943.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	82.86	10,025.97
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.86	10,026.83
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	467.76	10,494.59
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	41.52	10,536.11
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	82.86	10,618.97
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	197.97	10,816.94
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	925.52	11,742.46
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.86	11,743.32
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	467.76	12,211.08
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	98.99	12,310.07
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	41.52	12,351.59
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	242.90	12,594.49
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	69.29	12,663.78
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	678.05	13,341.83
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	148.48	13,490.31
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	417.95	13,908.26
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	14,238.26
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	417.95	14,656.21
03/26/2024	Expenditure		No		EMPL FEE HSA BANK 032624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	14,666.21
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	43.25	14,709.46
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	331.46	15,040.92
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	167.45	15,208.37
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	252.22	15,460.59
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	15,790.59
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	41.52	15,832.11
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-6,535.75	9,296.36
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	6,535.75	15,832.11
Total for Health insurance & accident plans							\$15,832.11	
HSA ER								
01/23/2024	Expenditure		No		PAYROLL NATPAY-13694854 012324 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,000.00	4,000.00
Total for HSA ER							\$4,000.00	
Reimbursement								
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	142.00	142.00
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	1,154.20	1,296.20
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	71.81	1,368.01
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.12	1,684.13
02/15/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	240.05	1,924.18
03/14/2024	Expenditure		No		Gulf of Mexico Conference February 2024 - per diem	PPBEP PAYROLL ACCOUNT (7407)	1,380.00	3,304.18
03/14/2024	Expenditure		No		February 2024 Mileage	PPBEP PAYROLL ACCOUNT (7407)	40.75	3,344.93
03/14/2024	Expenditure		No		Gulf of Mexico Conference February 2024 - per diem and hotel charged to personal card	PPBEP PAYROLL ACCOUNT (7407)	1,540.00	4,884.93
Total for Reimbursement							\$4,884.93	
Salaries & wages								
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,285.10	5,285.10
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,277.19	9,562.29
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,182.85	11,745.14
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	887.97	12,633.11
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	8,416.88	21,049.99
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,295.79	24,345.78

Pensacola and Perdido Bays Estuary Program, Inc.

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	920.45	25,266.23
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	4,133.70	29,399.93
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	1,840.89	31,240.82
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	5,396.10	36,636.92
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	1,262.40	37,899.32
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	1,150.55	39,049.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	1,262.41	40,312.28
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	6,086.43	46,398.71
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	4,133.70	50,532.41
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	487.71	51,020.12
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	5,903.40	56,923.52
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	4,690.33	61,613.85
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	920.45	62,534.30
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-4,690.33	57,843.97
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-920.45	56,923.52
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-5,903.40	51,020.12
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-487.71	50,532.41
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-631.20	49,901.21
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	631.20	50,532.41
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	920.45	51,452.86
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	4,690.33	56,143.19
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	631.20	56,774.39
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	487.71	57,262.10
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	5,903.40	63,165.50
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	6,396.55	69,562.05
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	6,396.55	75,958.60
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,895.87	77,854.47
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,054.14	82,908.61
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	920.44	83,829.05
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	420.00	84,249.05
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,524.82	86,773.87
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,237.83	89,011.70
03/31/2024	Journal Entry	CRI 10	Yes		To adjust the Wages and salaries to match quarterly return	-Split-	0.07	89,011.77
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	16,041.86	105,053.63
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-16,041.86	89,011.77
Total for Salaries & wages							\$89,011.77	
Total for Payroll expenses with sub-accounts							\$122,164.61	
Service Charges								
02/12/2024	Expenditure		No	State of Florida	Annual State registration Fee	HW Purchasing Card	70.00	70.00
Total for Service Charges							\$70.00	
Supplies								
02/05/2024	Expenditure		No	Amazon	5 Gallon carboy for DI Water	HW Purchasing Card	24.82	24.82
02/29/2024	Expenditure		No	Publix	PUBLIX #1522	HW Purchasing Card	39.11	63.93
03/01/2024	Expenditure		No	Publix	PUBLIX #1522	HW Purchasing Card	195.21	259.14
Total for Supplies							\$259.14	
Supplies & materials								
01/18/2024	Expenditure		No	CoCo Designs	PPBEP annual hosting	HW Purchasing Card	378.00	378.00
02/20/2024	Expenditure		No	Amazon	Easels and sticker dots for workshop	HW Purchasing Card	131.72	509.72
03/05/2024	Expenditure		No	Amazon	AMZN MKTP US*RZ72R25I1	HW Purchasing Card	14.83	524.55
03/07/2024	Expenditure		No	Amazon	AMZN MKTP US*RN2ED7I80	HW Purchasing Card	55.39	579.94
03/12/2024	Expenditure		No	Amazon	AMZN MKTP US*R617X26K0	HW Purchasing Card	206.34	786.28
Total for Supplies & materials							\$786.28	
Total for Supplies with sub-accounts							\$1,045.42	
Travel								
Conference Expense								
01/04/2024	Expenditure		No	Gulf of Mexico Alliance	Conference Registration (5 staff)	HW Purchasing Card	1,250.00	1,250.00
Total for Conference Expense							\$1,250.00	
Hotels								
01/15/2024	Expenditure		No	Four Points	FOUR POINTS TALLAHASSE	HW Purchasing Card	199.00	199.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,363.00	1,562.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,195.00	2,757.00
02/26/2024	Expenditure		No	Hilton	Hotel stay - conference	HW Purchasing Card	1,195.00	3,952.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,285.30	5,237.30
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	HW Purchasing Card	-42.00	5,195.30

Pensacola and Perdido Bays Estuary Program, Inc.

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	HW Purchasing Card	-6.30	5,189.00
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-2,308.50	2,880.50
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	2,308.50	5,189.00
Total for Hotels							\$5,189.00	
Vehicle rental								
02/26/2024	Expenditure		No	Enterprise Rent-A-Car	Car rental - Conference at gulf of Mexico	HW Purchasing Card	1,139.74	1,139.74
Total for Vehicle rental							\$1,139.74	
Total for Travel							\$7,578.74	
Vehicle expenses								
Vehicle gas & fuel								
02/19/2024	Expenditure		No	Exxon	Gas- Gulf of Mexico conference travel	HW Purchasing Card	65.65	65.65
02/26/2024	Expenditure		No	Raceway	Gas - Conference travel to gulf of Mexico	HW Purchasing Card	58.76	124.41
02/26/2024	Expenditure		No	Chevron	Gas - Conference travel to gulf of Mexico	HW Purchasing Card	58.58	182.99
Total for Vehicle gas & fuel							\$182.99	
Total for Vehicle expenses							\$182.99	



Agenda Item 7.f.

Approval of FY23-24 Mid-Year Budget Amendment

Background: Based on revenue and expenditures through the 2nd quarter of FY2023-2024, staff propose the following mid-year budget amendments to the initial budget adopted by the Board in July 2023.

Recommendation: Recommend the Board approve the FY23-24 Mid-year Budget Amendment.

Financial Impact: The Board adopted operating budget for FY23-24 is currently \$967,117.78. The proposed mid-year amendment for the FY23-24 operating budget totals \$959,555.59. Sufficient revenue exists to cover expenditures.

Legal Review: N/A

Pensacola & Perdido Bays Estuary Program FY 2023-2024 Proposed Operating Budget Mid-Year Amendment

Revenue	FY23-24 Adopted	FY23-24 Proposed Amendment	
Local Contributions	\$ 299,000.00	\$ 277,350.00	Amendment reflects actual local government contributions
<i>Escambia</i>	\$ 133,000.00	\$ 126,350.00	
<i>Gulf Breeze</i>	\$ 10,000.00	\$ 10,000.00	
<i>Milton</i>	\$ 10,000.00	\$ 10,000.00	
<i>Okaloosa</i>	\$ 10,000.00	\$ 5,000.00	
<i>Orange Beach</i>	\$ 20,000.00	\$ 10,000.00	
<i>Pensacola</i>	\$ 30,000.00	\$ 30,000.00	
<i>Santa Rosa</i>	\$ 86,000.00	\$ 86,000.00	
State Contributions	\$ 950,000.00	\$ 1,149,999.00	Amendment reflects state contributions for State FY23-24 (7/1/23-6/30/24)
<i>Legislative Appropriation</i>	\$ 700,000.00	\$ 750,000.00	
<i>Legislative NWFL WQ Appropriation</i>	\$ 250,000.00	\$ 399,999.00	
Competitive Grants	\$ 3,215,524.00	\$ 3,295,413.00	Amendment reflects competitive grants and associated budget for FY23-24
<i>NOAA BWET</i>	\$ 50,000.00	\$ 50,000.00	
<i>Resilient Florida</i>	\$ 450,000.00	\$ 450,000.00	
<i>NOAA IJA Pensacola</i>	\$ 2,183,946.00	\$ 2,183,946.00	
<i>NOAA IJA Perdido</i>	\$ 367,533.00	\$ 367,533.00	
<i>NOAA IJA RAE</i>	\$ 100,000.00	\$ 186,253.00	
<i>FLRACEP</i>	\$ 50,000.00	\$ 57,681.00	
Donations and Sponsorships	\$ -	\$ 18,117.92	Amendment reflects donations and sponsorships received as of 3/31/24
Interest	\$ -	\$ 5,294.63	Amendment reflects interest earned as of 3/31/24
FY22-23 Carry Forward	\$ 60,000.00	\$ 74,000.00	Amendment reflects FY22-23 carry forward from County. An additional \$40,000 is expected
Total Revenue	\$ 4,524,524.00	\$ 4,814,879.92	
Expenditures			
Personnel	\$ 508,605.76	\$ 433,559.70	
Executive Director	\$ 97,714.86	\$ 101,628.80	Amendment reflects Board action in September 2023
Senior Scientist	\$ 84,646.22	\$ 84,646.22	
Community Outreach Coordinator	\$ 58,444.67	\$ 58,444.67	
Environmental Scientist	\$ 61,880.00	\$ 61,880.00	
Community Outreach Assistant	\$ 41,600.00	\$ 41,600.00	
Operations Manager	\$ 52,000.00	\$ 15,500.00	Amendment reflects anticipation position not onboarding until July 2024
Project Coordinator	\$ 52,000.00	\$ 15,500.00	Amendment reflects anticipation position not onboarding until July 2024
Assistant Project Coordinator	\$ 41,600.00	\$ 25,000.00	Amendment reflects anticipation position not onboarding until April 2024
Environmental Technician	\$ 18,720.00	\$ 9,360.00	Amendment reflects anticipation position not onboarding until July 2024
Internships	\$ -	\$ 20,000.00	Amendment reflects reclassification from contractual to personnel
Fringe Benefits	\$ 178,012.02	\$ 144,745.89	
<i>Total Personnel</i>	\$ 686,617.78	\$ 578,305.59	
Travel	\$ 18,000.00	\$ 20,000.00	Amendment reflects minor increase in travel
Equipment	\$ 70,000.00	\$ 125,000.00	
<i>Truck</i>	\$ -	\$ 50,000.00	Amendment reflects inclusion on truck as approved by the Board and funded through DEP OWPO2
<i>Vessel</i>	\$ 70,000.00	\$ 75,000.00	Amendment reflects minor increase in anticipated cost of vessel
Supplies	\$ 24,000.00	\$ 33,500.00	
<i>Office Supplies</i>	\$ 3,000.00	\$ 5,000.00	Amendment reflects minor increase in office supply costs
<i>Office Equipment</i>	\$ 6,000.00	\$ 7,000.00	Amendment reflects minor increase in office supply costs
<i>Field Supplies</i>	\$ 3,000.00	\$ 3,000.00	
<i>Fuel</i>	\$ 2,000.00	\$ 2,000.00	
<i>Maintenance</i>	\$ -	\$ -	
<i>Workshop/Meeting Refreshments/Rentals</i>	\$ -	\$ 6,500.00	Amendment reflects inclusion of funding for workshop/meeting refreshments and rentals
<i>Education and Outreach</i>	\$ 10,000.00	\$ 10,000.00	
Communications	\$ 8,500.00	\$ 4,750.00	
<i>Phones</i>	\$ 2,000.00	\$ 750.00	Amendment reflects reduction in cost
<i>Internet</i>	\$ 3,500.00	\$ 500.00	Amendment reflects reduction in cost and installation of a new fiber network drop in office
<i>Website Hosting/Maintenance</i>	\$ 3,000.00	\$ 3,500.00	Amendment reflects minor increase in website costs
Fees and Dues	\$ 20,500.00	\$ 21,000.00	
<i>Subscriptions</i>	\$ 9,000.00	\$ 9,000.00	
<i>Memberships</i>	\$ 4,500.00	\$ 4,500.00	
<i>Sponsorship</i>	\$ 2,000.00	\$ 2,500.00	
<i>Professional Development</i>	\$ 4,500.00	\$ 4,500.00	
<i>Other Fees</i>	\$ 500.00	\$ 500.00	
Contractual	\$ 30,000.00	\$ 10,000.00	
<i>Contracted Personnel (Intern Program)</i>	\$ 20,000.00	\$ -	Amendment reflects reclassification from contractual to personnel
<i>Printer Lease</i>	\$ 2,500.00	\$ 2,500.00	
<i>Marketing Services</i>	\$ 7,500.00	\$ 7,500.00	
Administrative Services	\$ 109,500.00	\$ 155,000.00	
<i>Office Lease & Utilities</i>	\$ 42,000.00	\$ 42,000.00	
<i>Accounting</i>	\$ 30,000.00	\$ 60,000.00	Amendment reflects increase in accounting costs due to not filling the Operations/Finance Manager
<i>Auditing</i>	\$ 15,000.00	\$ 15,000.00	
<i>Legal</i>	\$ 10,000.00	\$ 20,000.00	Amendment reflects increase in legal costs associated with organizational transition/501c3 designation
<i>Insurance</i>	\$ 12,500.00	\$ 18,000.00	Amendment reflects anticipated increase for auto insurance once truck is delivered
Other	\$ -	\$ 12,000.00	
<i>Fundraising</i>	\$ -	\$ 12,000.00	Amendment reflects cost associated with fundraising (i.e. Evening for the Estuaries Gala)
<i>Total Operating</i>	\$ 280,500.00	\$ 381,250.00	
Total Personnel + Operating	\$ 967,117.78	\$ 959,555.59	



Agenda Item 7.g.

Conceptual Approval of Proposed FY24-25 Operating Budget

Background: Staff has prepared the enclosed conceptual operating budget for FY2024-2025. The conceptual operating budget is intended to serve as a high-level overview for planning purposes only. Several assumptions have been made in the preparation of this conceptual budget. The budget proposes no new staffing over FY2023-2024 levels and includes a 3% cost of living increase for all staff. Several decisions over the summer will ultimately inform the formal operating budget proposal to come before the Board. That includes the Governor's approval of the State of Florida's FY2024-2025 budget, local government contribution determinations, and announcement of several pending grant applications. The conceptual budget includes only base operating costs, not project specific activities included in the Program Annual Workplan. Those details will be forthcoming in July.

The detailed FY2024-2025 proposed budget will be presented to the Board in July, with the final budget presented to the Board for approval in September.

Recommendation: Recommend the Board conceptually approve the FY24-25 Operating Budget.

Financial Impact: Assuming the FY24-25 Operating Budget were approved today, the operating budget would be \$962,483.76. As mentioned above, the detailed proposed operating budget will be brought forward in July with the final budget brought to the Board for approval in September.

Legal Review: N/A

Pensacola & Perdido Bays Estuary Program FY 2024-2025 Conceptual Operating Budget		
Revenue	FY23-24 Adopted	FY24-25 Conceptual
Local Contributions	\$ 277,350.00	\$ 307,350.00
<i>Escambia</i>	\$ 126,350.00	\$ 126,350.00
<i>Gulf Breeze</i>	\$ 10,000.00	\$ 20,000.00
<i>Milton</i>	\$ 10,000.00	\$ 15,000.00
<i>Okaloosa</i>	\$ 5,000.00	\$ 10,000.00
<i>Orange Beach</i>	\$ 10,000.00	\$ 20,000.00
<i>Pensacola</i>	\$ 30,000.00	\$ 30,000.00
<i>Santa Rosa</i>	\$ 86,000.00	\$ 86,000.00
State Contributions	\$ 549,999.00	\$ 650,000.00
<i>Legislative Appropriation</i>	\$ 150,000.00	\$ 150,000.00
<i>Legislative NWFL WQ Appropriation</i>	\$ 399,999.00	\$ 500,000.00
Competitive Grants	\$ 997,835.00	\$ 688,000.00
<i>NOAA BWET</i>	\$ -	\$ 25,000.00
<i>Resilient Florida</i>	\$ -	\$ 75,000.00
<i>DEP RESTORE 3b Carpenter Creek</i>	\$ -	\$ 50,000.00
<i>NOAA IJA Pensacola</i>	\$ 200,000.00	\$ 200,000.00
<i>NOAA IJA Perdido</i>	\$ 200,000.00	\$ 200,000.00
<i>NOAA IJA RAE</i>	\$ 10,000.00	\$ 25,000.00
<i>FLRACEP</i>	\$ 57,000.00	\$ 113,000.00
Donations and Sponsorships	\$ 100,000.00	\$ 50,000.00
Total Revenue	\$ 2,010,184.00	\$ 1,695,350.00
Expenditures		
Personnel	\$ 508,605.76	\$ 594,372.12
Fringe Benefits	\$ 178,012.02	\$ 178,311.64
<i>Total Personnel</i>	\$ 686,617.78	\$ 772,683.76
Travel	\$ 18,000.00	\$ 20,000.00
Equipment	\$ 70,000.00	\$ -
Supplies	\$ 24,000.00	\$ 36,500.00
<i>Office Supplies</i>	\$ 3,000.00	\$ 3,000.00
<i>Office Equipment</i>	\$ 6,000.00	\$ 6,000.00
<i>Field Supplies</i>	\$ 3,000.00	\$ 3,000.00
<i>Fuel</i>	\$ 2,000.00	\$ 3,000.00
<i>Maintenance</i>	\$ -	\$ 5,000.00
<i>Workshop/Meeting Refreshments/Rentals</i>	\$ -	\$ 6,500.00
<i>Education and Outreach</i>	\$ 10,000.00	\$ 10,000.00
Communications	\$ 8,500.00	\$ 4,800.00
<i>Phones</i>	\$ 2,000.00	\$ 1,800.00
<i>Internet</i>	\$ 3,500.00	\$ -
<i>Website Hosting/Maintenance</i>	\$ 3,000.00	\$ 3,000.00
Fees and Dues	\$ 20,500.00	\$ 24,500.00
<i>Subscriptions</i>	\$ 9,000.00	\$ 10,000.00
<i>Memberships</i>	\$ 4,500.00	\$ 5,000.00
<i>Sponsorship</i>	\$ 2,000.00	\$ 2,500.00
<i>Professional Development</i>	\$ 4,500.00	\$ 6,000.00
<i>Other Fees</i>	\$ 500.00	\$ 1,000.00
Contractual	\$ 30,000.00	\$ 22,000.00
<i>Contracted Personnel (Intern Program)</i>	\$ 20,000.00	\$ -
<i>Consulting/Lobbying</i>	\$ -	\$ 12,000.00
<i>Printer Lease</i>	\$ 2,500.00	\$ 2,500.00
<i>Marketing Services</i>	\$ 7,500.00	\$ 7,500.00
Administrative Services	\$ 109,500.00	\$ 96,000.00
<i>Office Lease & Utilities</i>	\$ 42,000.00	\$ 42,000.00
<i>Accounting</i>	\$ 30,000.00	\$ 12,000.00
<i>Auditing</i>	\$ 15,000.00	\$ 15,000.00
<i>Legal</i>	\$ 10,000.00	\$ 12,000.00
<i>Insurance</i>	\$ 12,500.00	\$ 15,000.00
Other	\$ -	\$ 12,000.00
<i>Fundraising</i>	\$ -	\$ 12,000.00
Total Operating	\$ 280,500.00	\$ 215,800.00
Total Personnel + Operating	\$ 967,117.78	\$ 988,483.76



Agenda Item 7.h.

Approval of Local Government Contribution Requests for FY24-25

Background: Local government contributions are critical to PPBEP operations and implementation of the PPBEP Comprehensive Conservation and Management Plan (CCMP). The table below summarizes the FY2023-2024 requests, actuals, and staff’s recommendation for FY2024-2025.

Entity	FY23-24 Request	FY23-24 Actuals	FY24-25 Proposed
City of Gulf Breeze	\$10,000	\$10,000	\$20,000
City of Milton	\$10,000	\$10,000	\$15,000
City of Orange Beach	\$20,000	\$10,000	\$20,000
City of Pensacola	\$30,000	\$30,000	\$30,000
Escambia County	\$133,000	\$126,350	126,350
Okaloosa County	\$10,000	\$5,000	\$10,000
Santa Rosa County	\$86,000	\$86,000	\$86,000
Total:	\$299,000	\$277,350	\$307,350

Recommendation: Recommend the Board approve the FY24-25 local government contribution requests.

Financial Impact: Assuming all jurisdictions commit to the proposed FY2024-2025 local government contributions, this will increase revenue by \$307,350 in the General Operating Account beginning October 2024.

Legal Review: N/A