

Background

The Florida Defense Support Task Force (FDSTF) was established in 2011 under Florida Statute 288.987 with the mission to make recommendations to preserve, protect and enhance Florida's military installations, support the state's position in research and development related to or arising out of military missions and contracting, and to improve the state's military friendly environment for service members, military dependents, military retirees, and business that bring military and base-related jobs to the state.

Purpose

Within budget constraints, the FDSTF may fund projects that can be leveraged to promote, preserve, or enhance military missions and installations in Florida.

Criteria

- A. **The FDSTF will consider providing resources only for initiatives which directly support preserving, protecting and enhancing Florida's military installations. Projects must directly improve the military value of the installation.**
- B. Projects must have a clearly defined, measurable outcome in support of the Task Force mission of protecting military installations in Florida.
- C. Projects should be able to be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant must justify the longer time period.

Incubator Projects

Definition: Incubator Project: The FDSTF defines an incubator project as a first-time project which adds military value to an installation and/or improves the military-friendly environment of the state. Examples include but are not limited to: the establishment of defense related community support organizations, studies, and educational projects which enhance schools that serve military children.

Funding Incubator Projects: The purpose of funding is to provide support for projects the FDSTF believes support the mission of the Task Force, and is not intended to be the primary funding source for long-term projects. The FDSTF may fund an incubator project it deems to have merit for a period of one year, not to exceed two years. In applying for funding grantees of long-term projects will be required to provide a strategic funding plan.

Process

- A. Applicants for FDSTF project consideration must:
 - 1. Submit a FDSTF Project Application (Attachment A), a Budget and Financial Report Form (Attachment B), Plan of Action Form (Attachment C), and the Installation Certification (Attachment G) required for projects directly associated with a military installation or facility to Marcy Muldrow Sanders, Grants Manager, and copy (CC) the Task Force Deputy Executive Director, electronically no later than 4:00 PM EDT on August 25, 2017.
- B. When scheduled, the applicant must present the project proposal to the full FDSTF.

- C. Approval requires a majority vote of eligible FDSTF members.

Previous Grant Recipients

- A. Previous grant recipients are eligible to apply for FY 2018 – 2019 grants.
- B. Previous Task Force grant recipients are not eligible to apply for FY 2018 – 2019 grants unless they have expended at least 50% of their funds from any previous fiscal year's grant award prior to June 30, 2018.

Ineligible use of funds

All expenditures must be in accordance with the State of Florida requirements, rules and regulations. Travel and other administrative expenses not specifically identified in the Budget (Attachment B) and Plan of Action (Attachment C) will not be authorized for reimbursement. Additionally travel must comply with section 112.061, F.S. to be reimbursed. The following expenses will not be reimbursed:

- A. Staff salaries.
- B. Purchase of food, alcohol, equipment, furniture, or fixtures.
- C. Receptions, gifts, and membership dues.
- D. Lobbying any branch of state government.
- E. Administration of the project in excess of 10% of the award.
- F. Project operating costs incurred before the applicant and Enterprise Florida, Inc. execute the grant agreement.
- G. Business entertainment expenses, including meals or activity fees.
- H. Task Force members may not receive direct financial benefit from any grant funds, e.g. travel, lodging, or conference cost reimbursements.

Contracting

- A. Enterprise Florida will be the contracting authority in support of the FDSTF.
- B. The contract manager will be Marcy Muldrow Sanders, Grants Manager.
- C. Payments will be made on a reimbursement basis, in accordance with the contracted performance and reporting timeline.
- D. Contracts will commence at the beginning of the state fiscal year – July 1st – or as soon thereafter as possible.

Reporting Requirements

- A. Reports will be required quarterly determined by the length of the contract in accordance with the Enterprise Florida reports schedule.
- B. Enterprise Florida will report each project's progress to the FDSTF at least quarterly during the FDSTF meeting.

Guidance to Applicants

- A. The applicant may submit funding application directly to Task Force Grants Manager by hitting the submit button above and copy (CC) the FDSTF Executive Director.
- B. Applicants must submit a quote to be used in a possible press release announcing the grant award.

- D. This is a Request for Proposals (RFP) for FY 2018 – 2019 grants cycle. Applicants will be notified at least two weeks prior to the date they may appear before the FDSTF to make in-person grant application presentations.
- E. Presentations will include the proposal, clear support of the criteria listed above, details of the project, funding requested, expected return on investment and clearly defined, measurable outcomes in support of the Task Force mission.
- F. Presentations are limited to a maximum of 15 minutes.
- G. Upon conclusion of the presentations, the FDSTF members may render decisions concerning approval and grant amount. Approval requires a majority vote of eligible FDSTF members.
- H. Funding for FY 2018 – 2019 Task Force grants will be contingent on the state of Florida budget.
- I. If you have applied for either a Defense Infrastructure Grant (DIG) or Defense Reinvestment Grant (DRG), then you must indicate that on your application and clearly differentiate it from the Task Force grant application.

Florida Defense Support Task Force FY 2018 – 2019 Request for Proposals Timeline

July 31, 2017	Release of FY 2018 – 2019 Grant Funding Application.
August 31, 2017	Deadline for Task Force grants application submissions.
August 31 – September 7, 2017	Staff reviews all applications for eligibility.
September 15, 2017	Staff provides TF Members all applications for review
September 15 – 21, 2017	Task Force members review applications.
May 17, 2018 (Tentative)	Oral presentations in Tallahassee. TF votes on final recipients and amounts for FY 2018 – 2019 grants.

Following this RFP cycle, the FDSTF may accept additional applications during February/March of 2018 to account for emerging projects. No final decisions for grant applications funded during FY 2018 – 2019 will be made until May 2018; applicants applying this cycle need not reapply.

Points of Contact

Marcy Muldrow Sanders, Grants Manager, Florida Defense Support Task Force,
Telephone (850) 878-4566 Email: msanders@enterprise florida.com

Terry McCaffrey, Executive Director, Florida Defense Support Task Force,
Telephone (850) 878-4578 Email: tmccaffrey@enterprise florida.com

Florida Defense Support Task Force Web Site: <http://www.enterprise florida.com/fdstf/>

Attachments

- Attachment A: FDSTF Project Application
- Attachment B: Budget and Financial Reporting form
- Attachment C: Plan of Action form
- Attachment G: Installation Certification

Attachment A: FDSTF Project Application

Contact Information

Full Legal Organization Name	<input type="text"/>		
Street Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>		
Organization Website	<input type="text"/>		

Organization President Executive Director/CEO	<input type="text"/>		
Title	<input type="text"/>		
Phone Number	<input type="text"/>	Email	<input type="text"/>

Grant Manager (Contact) (if different)	<input type="text"/>		
Title	<input type="text"/>		
Phone Number	<input type="text"/>	Email	<input type="text"/>

Project Information

Project Title	<input type="text"/>
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Florida Defense Support Task Force grant projects are expected to support the mission of the Task Force as described under F.S. 288.987. **Does your project meet the criteria listed below? (Check all that apply):**

- The mission of the FDSTF as described in F.S. 288.987.
- FDSTF goals as stated in the FDSTF Strategic Plan, dated 05/19/2016
- Clearly defined, measurable outcome.

Summary of Project – Must include the following:

Project description

Estimated length of project

Projects should be able to be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant should justify the longer time period.

Start Date

End Date

Objectives

Deliverables

Direct correlation to FDSTF criteria and expected benefit to the state (ROI)

Performance measures

Other required documentation:

Budget and Financial Reporting form (Attachment B)
Plan of Action form (Attachment C)

Total amount requested from the FDSTF for this Project:

Is this project associated with other municipal/county/state/federal funded project?

Yes No

If yes, please provide a brief description and amounts of leveraged/matching funding

Amounts of other leveraged/matching funding/contributions:

Federal
Local
Other

State
Private

Suggested Quote to be used in Press Release Announcing Grants:

Did you apply or plan to apply for a FY 2018 – 2019 (DIG or DRG)?

Yes No

If yes, please explain how this grant request differs from DIG/DRG.

Florida Defense Support Task Force FY 2018 – 2019 Grant Funding Application



Prior Performance

Please list previous Florida Defense Support Task Force awards, including amounts and current status of each project.

Contract #	Grantee	Project Title	Amount Requested	Award Amount	Amount Returned	Status: <ul style="list-style-type: none"> • Open • Closed • Cancelled

Florida Defense Support Task Force FY 2018 – 2019 Grant Funding Application



Attachment B: Budget and Financial Report Form

FY 2018 – 2019 Florida Defense Support Task Force Grant Funding

Date _____

Budget Category	Match Program Expenditures			FDSTF Program Expenditures			Total Program Expenditures		
	Application Budget	Actual		Application Budget	Actual		Application Budget	Actual	
		Current Quarter	Program to Date		Current Quarter	Program to Date		Current Quarter	Program to Date
Task/Purchase									
Activity 1:									
Activity 2:									
Task/Purchase									
Activity 3:									
Activity 4:									
Task/Purchase									
Activity 5:									
Activity 6:									
TOTAL ALL CATEGORIES									

Florida Defense Support Task Force FY 2018 – 2019 Grant Funding Application



Attachment C: Plan of Action Form

FY 2018 – 2019 Florida Defense Support Task Force Grant Funding

Date _____

Planned Activity	Budget Cost	Objective	Outcomes	Performance Measures
Task				
Activity 1:				
Activity 2:				
Task				
Activity 3:				
Activity 4:				
Task				
Activity 5:				
Activity 6:				

Attachment G: Installation Certification

Date

Terry McCaffrey, Executive Director
Florida Defense Support Task Force
101 North Monroe Street, Suite 1000
Tallahassee, Florida 32301

Dear Mr. McCaffrey:

I _____ (name) _____, _____ (title) _____, have reviewed the proposed project for (name of installation) _____, and certify that this project has been identified as one of our mission priorities. I further, certify that to my knowledge there are no future contracting conflict of interest issues associated with this project.

If you have questions or require additional information you may contact me at:

(email) _____, or (phone number) _____.

Printed Name

Signature and Date