

#36

GULF COUNTY RESTORE ACT PROJECT PRE-PROPOSAL FORM

Project Name: Gulf County Community Resource Center

Submitting Entity: Gulf Coast Workforce Board, Inc.

I. Please select one or more eligible activity that the project is classified under:

- Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region.
- Mitigation of damage to fish, wildlife and natural resources.
- Implementation of a federally approved marine, coastal or comprehensive conservation management plan, including fisheries monitoring.
- Workforce development and job creation.
- Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill.
- Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.
- Coastal flood protection and related infrastructure.
- Planning assistance.
- Promotion of tourism and seafood in the Gulf Coast region.

II. Please provide an executive summary of the project.

The Gulf Coast Workforce Board (GCWB) will propose to add additional office and food pantry space in the existing Community Resource Center housed in the Washington Complex in North Port St. Joe (WIG Building), as well as funding to pay off the EDA grant that funded renovations to two classroom buildings in the complex, that in return must be used for a small business incubator. While we have obtained funding to assist those wanting to start a small business and we have prospects who are interested in doing so, we have not encountered individuals who are interested in renting space in a business incubator. Paying off the agreement would allow free use of the classroom space for activities such as short term training, youth programs and community workshops. We would like to continue to use the space for these activities, free and clear. The GCWB currently operates the Community Resource Center in partnership with the Washington Improvement Group and the Christian Community Development Fund with a mix of state, federal and private funds. The Community Resource Center has provided a variety of services including assistance to employers in locating talent, short term and intensive employability skills training, providing labor market information to prospective and current employers, career counseling, employment assessment testing, emergency assistance payments, and food distribution to the needy. The Board believes in a comprehensive approach to building a talent pipeline and assisting individuals in stabilizing their life situation is sometimes necessary prior to entering the workforce. The GCWB also believes

that Gulf County is on the cusp of realizing its economic development potential and that a building with staff dedicated to workforce development can only be an asset. This request will allow the GCWB employment services staff to locate in one office and for the Gulf County Community Resource Center (CRC) to continue to work with local and state partners to build a talent pipeline and to create an incentive package to attract new businesses to the area. The building and its staff will not only be a helpful tool in the county's outreach to new employers, but a resource for existing employers and job seekers, as well as underserved populations. The construction of the building will provide employment for county residents and revenue to the city and county during construction. The Gulf County CRC will represent 3,000 square feet of functional space for meeting with business prospects, small job fairs, conducting employer requested assessments and workshops, office space for five workforce specialists and for employers who wish to conduct interviews away from their own sites.

The Board's current footprint in Gulf County is limited to an office at Gulf Coast State College's Gulf/Franklin Campus and space leased from the City of Port St. Joe on the old Washington High School campus. These spaces are suitable to house one case manager each. The office located at the GCSC campus focuses on case management for students sponsored into training for high demand occupations. The current Community Resource Center is approximately 1,000 square feet, and has no private offices. In order to house the full staff and have an employer office/meeting room this space would need to be extended out approximately 2,000 square feet, and for current restrooms to be moved. The food pantry is approximately 200 square feet, and woefully undersized for the population that is being served (see attached food pantry summary). The GCWB cannot afford to lease a building to meet the service needs that a Gulf County CRC could cover, hence this request.

We anticipate the need for the services of a ten person construction crew, five skilled tradesmen, a five person landscaping crew, and the creation of two new jobs to join existing staff in the center.

III. Please provide a cost summary/budget.

	Requested Funding	Project Match
Buyout of loan on Washington Improvement Group building	\$121,000	
Building addition and remodel to develop private offices, expand food pantry, and computer lab space	\$688,000	
Landscaping and parking lot resurfacing	\$100,000	
Architectural services and permitting	\$150,000	
Total Requested Funding	\$1,059,000	
Computers and printers		\$30,000
Office furniture		\$45,000
Grand Opening costs		\$8,000
15% of Select GCWB staff time during project period		\$72,858
Gulf County Community Resource Center staff time during project period		\$353,700
Total Project Match		\$509,558

The cost per square foot is based upon the average cost for commercial construction in the area, not including parking lot work and landscaping/architectural/permitting. The GCWB will provide all equipment and furnishings.

IV. Please provide a timeline for project completion.

Project Award Date = PAD	PAD	+2 Mo	+3 Mo	+6 Mo	+9 Mo	+12 Mo	+15 Mo	+18 Mo	+20 Mo
Bids solicited for contractor	◆								
Contractor selected	→	◆							
Project Manager hired	→	◆							
Office equipment and furniture sources identified	→		◆						
Groundbreaking	→			◆					
Progress review by county	→				◆				
Building complete	→					◆			
Landscaping and parking complete	→						◆		
Building certified for occupancy, grand opening scheduled	→							◆	
Grand Opening; leading site selection companies invited to attend with lodging provided under grant match	→								◆

V. Please provide the qualifications of the Submitting Entity, and the financial feasibility/sustainability of the project.

The Gulf Coast Workforce Board (GCWB) is a private, 501 (c) (3) not for profit, and is one of 24 regional workforce development boards in the State of Florida, chartered in 1996 to serve Bay, Gulf, and Franklin Counties. The mission of the GCWB is to create stronger communities through workforce development. The GCWB receives federal, state, and private funds and uses them to ensure the delivery of the many kinds of services, including but not limited to: employer and job seeker services, job training (both classroom-based and on-the-job), welfare transition services (services to assist welfare recipients in becoming self-sufficient, teen pregnancy prevention, and youth development services.

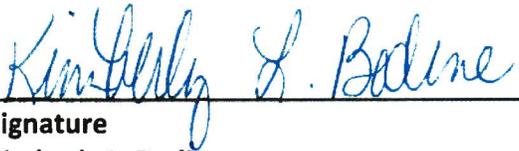
The mission of the GCWB is to provide leadership, oversight, guidance, and assistance to institutions and agencies delivering training and workforce services in order to meet the economic development and employment needs of Bay, Gulf, and Franklin Counties. From operating a foundation-funded summer leadership camp for low-income children to projects with the Panama City Community Redevelopment Agency, Microsoft Foundation funded veterans’ training programs, teen pregnancy prevention, and a variety of federally funded programs, the GCWB has an established reputation for fiscal responsibility and program performance. The GCWB is financial audited annually by a reputable, independent

firm and by the State of Florida's Department of Economic Opportunity both fiscally and programmatically. The GCWB consistently performs among the top four regions in the state for exceeding program goals. Our most recent audit from James Moore and Company resulted in no incidences of material weaknesses, significant deficiencies, nor any audit findings.

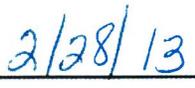
VI. Please provide the anticipated results of the project.

We anticipate that we will be able to provide greater support for Gulf County's economic development and workforce efforts, increase our staff presence, and expand our food pantry operations. The additions and remodeling we propose will allow for an overall increase in services and space for two new full-time staff. We believe that we will increase the numbers of individuals served by a minimum of 25% with these renovations. We have served over 400 individuals to date in the Community Resource Center

The project is not included in the City of Port St. Joe, City of Wewahitchka, or the Gulf County Comprehensive Mitigation Plan.



Signature
Kimberly L. Bodine
Executive Director



Date

GULF COAST WORKFORCE BOARD

Food Pantry Monthly Summary Report – December 2012

- Update on Food Sources
 - Food Drive Updates
 - Though the food drive at Sacred Heart Hospital was scheduled to be just in the month of November, employees continue to bring food in for us to pick up and we gladly receive it.
 - In addition to our food order that we paid Second Harvest to deliver, we also received (for FREE) 535 breads and bakery items, 495 boxes of Kuerig coffee/cider/hot chocolate and a few miscellaneous beverage items. Love that price!!
- Future Food Sources
 - Spoke to a church congregation this month and a food collection bin has been left in their lobby. Another church speaking engagement had to be postponed to January and I'm in communication with two additional churches with hopes to getting on their schedules to speak to their congregations before 1/31/13.
 - Appointment made to speak with the local Ministerial Association in January.
 - Volunteers have been scarce in getting them to man the HOME basketball, soccer and baseball games but will see about getting a volunteer to make some calls.
- Other Activities
 - 12/14/12, teleconference meeting was held with representatives from Gulf and Franklin County Health Departments, University of Florida and several social service agencies re: healthy eating initiatives and a bucket garden program. We were asked to supply our food pantry clients with literature on good dietary practices and grocery shopping budget tips. Literature will be supplied to those picking up food during the month of January 2013 and those interested in the bucket garden program will be placed on a sign-up sheet. Next conference call is set for 1/16/13.

Food Distribution Stats – %s Rounded	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012
# of New Applications Received	46	26	34	23	12
Total Applications/Families on File	132	158	192	215	237
# of Families Served (food boxes)	86	117	120	145	131
Mth-to-Mth Increase (+)/Decrease (-) in # of Families Served	105% +	36% +	3% +	21%	10%-
# of Children/Youth in Families Served	64	85*	85	82	73
# of Adults in Families Served (From Sept on, adult = 19 & up due to SHarvest Reporting)	133	178*	181	229	211
Total # of People Served	197	263	266	311	284
New Families Served / % of Tot Served	43 / 50%	38 / 33%	21 / 18%	25 / 17%	15 / 11%
Recurring Families Served / % of Total	43/ 50%	79	99	120	116 / 89%
\$6 First Baptist Food Vouchers Given Out	10	0	20	10	10
\$10 GCWB Food Vouchers Given Out	82	126	112+	151	72

Volunteer Hrs with (# of people donating time):

May = 122 (12)	August = 140.75 (16)	November = 205.25 (29) *
June = 115 (12)	September = 113.5 (18)	December = 77.5 (15) *
July = 133.25 (14)	October = 254.25 (39)	*Correction Made

* **END OF DECEMBER:** 1179 hrs donated to-date, from April 2012 – December 2012.

61 volunteers put in time for 2012 year. Currently, 63 volunteers are in active status, 21 inactive.

GULF COAST WORKFORCE BOARD, INC.

5230 West Highway 98 - Panama City, FL 32401 - Phone (850) 913-3285 - Fax (850) 913-3269 - www.workforcecenter.org

February 28, 2013

Mr. Tan Smiley
Chairman, Gulf County Board of Commissioners
1000 Cecil G. Costin, Sr. Boulevard
Port St. Joe, FL 32456

Dear Chairman Smiley,

The Gulf Coast Workforce Board truly appreciates the opportunity to submit a pre-proposal for Gulf County RESTORE Act funds. The GCWB is submitting a pre-proposal for a project that we believe will benefit the citizens and economic development of the county. The GCWB has long been dedicated to workforce development and job creation in Gulf County and sees this opportunity as one that will increase our ability to provide services to job seekers and employers as well as expand the services of our food pantry.

The attached pre-proposal describes a expansion and remodel of an existing building that will allow our staff to be located in one site and will increase and improve the services we are currently providing to Gulf County's employers, job seekers and under-served populations. The project also includes a request for funding to buy out the US EDA contract for funds previously awarded to the city for the renovation of buildings to be used as a business incubator. What we have learned is that while many citizens are interested in business planning and small business creation strategies (which we will continue to assist with in coordination with Gulf Coast State College's Small Business Development Center), few are interested in leasing space in a business incubator. Buying out the agreement with the USEDA will allow the building to be used as a classroom for training, youth programs and activities as well as community workshops. The GCWB, through funding acquired via the Jessie Ball duPont Port St. Joe Capacity Building Fund, offers a numbers of programs in this space currently, but we have been made aware that the USEDA is requiring that a small business locate in the facility to fulfill the requirements of the previous agreement.

Thank you for your consideration of our proposal.

Sincerely,



Kimberly L. Bodine
Executive Director

Tommy Ward
Chair

Bob Swenk
Vice Chair

Kimberly Bodine
Executive Director

**BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
RESTORE ACT COMMITTEE (R.A.C.)**

1000 CECIL G. COSTIN SR. BLVD., ROOM 312, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6144 • FAX (850) 229-9252 • EMAIL: tkopinsky@gulfcounty-fl.gov

**PUBLIC RECORDS POLICY AND PUBLIC ACCESS ACKNOWLEDGMENT FOR
GULF COUNTY RESTORE ACT APPLICANTS**

I, Kimberly L. Bodine the undersigned authority and/or representative of the entity Gulf Coast Workforce Board and or the individual who has submitted the Gulf County RESTORE Act Proposal/Pre-Proposal titled Gulf County Community Resource Center hereby acknowledge, consent and accept the following representations that coincide with my/our submission for consideration, evaluation and possible recommendation and approval by the Gulf County Board of County Commissioners for funding from the RESTORE Act distribution that strictly complies with the guidelines and regulations set forth under the Restoration and Ecosystems Sustainability, Tourist Opportunities and Revived Economies of the Gulf Coast States Act of 2012:

1. I/We am the authorized representative of the application/pre-proposal referenced above.
2. I/We have thoroughly reviewed and familiarized myself and/or my entity on which I have submitted the application/pre-proposal on behalf of with the entirety of the Gulf County Public Records policy.
3. I/We have thoroughly reviewed and familiarized myself and/or my entity on which I have submitted the application/pre-proposal on behalf of with the entirety of the Florida Statute Chapter 119 which controls and permits public access to information.
4. I/We hereby acknowledge, consent and agree to the controlling policies and statutes above as well as the free and open exchange of any and all submissions provided hereunder this application/pre-proposal and all information exchanged hereafter including but not limited to further amendments to these proposals as well as surveys, studies, research, data production, books, drawings, property records, work papers, county owner lists, files, forms, reports, accounts, documents, manuals, handbooks, instructions, printouts relating in any manner for the production of the application. In addition, all papers, notes, data, reference material, documentation, programs, printouts, and all other media and forms of expression that in any way include, incorporate or reflect any confidential information of what ultimately shall become the Gulf County plans for use and application of the RESTORE Act funding.
5. I/We acknowledge, agree and fully consent to cooperate with the appointed Gulf County RESTORE ACT committee, county officials and staff as a continuing obligation and condition of final review for this RESTORE Act application/pre-proposal.
6. I/We have submitted this acknowledgment to Gulf County RESTORE Act Committee and the Gulf County Board of County Commissioners for the purpose and intent of receiving an evaluation, review and possible recommendations for anticipated funding from the Restoration and Ecosystems Sustainability, Tourist Opportunities and Revived Economies of the Gulf Coast States Act of 2012.

Kimberly L. Bodine Date: 2/28/13
Signature of RESTORE Act Applicant

Kimberly L. Bodine
Printed Name