

TITLE

Leveraging Policy and Plan

ORG. AGENCY
 Blueprint
 Intergovernmental
 Agency

APPROVED

104.01 STATEMENT OF POLICY

It is the intent of the Blueprint Intergovernmental Agency (hereinafter called the “Agency”) to provide a leveraging policy and procedures to guide the Agency and its staff in their responsibilities related to leveraging the dollars for Agency projects. Consistent with the referendum that created the Blueprint Intergovernmental Agency organization, funding of known opportunities shall be pursued where applicable and reasonable.

104.02 AUTHORITY

The Blueprint Intergovernmental Agency, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish leveraging policies and procedures to guide the Agency in leveraging funds.

104.03 OBJECTIVE

This policy shall provide the governing principles for the establishment of leveraging policies and procedures for the Blueprint Intergovernmental Agency program.

104.04 SCOPE AND APPLICABILITY

The policy outlined herein shall apply to the Agency and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Intergovernmental Agency leveraging policy.

104.05 DEFINITIONS

Contracting Officer: An individual with the authority to enter into, administer, and/or terminate contracts, and make related determinations and findings.

Cooperative Agreements: To act or work in compliance with another or others in an association for mutual benefit of an arrangement as to a course of action, compact, or agreement.

Finance Committee: Consisting of the County Clerk of the Courts, County Budget Director, Assistant City Manager of Administrative and Professional Services, and City Treasurer-Clerk, the committee provides expertise and advice on financial issues related to Blueprint Intergovernmental Agency program implementation.

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Finance Committee: Consisting of the County Clerk of the Courts, County Budget Director, Assistant City Manager of Administrative and Professional Services, and City Treasurer-Clerk, the committee provides expertise and advice on financial issues related to Blueprint Intergovernmental Agency program implementation.

Intergovernmental Agency Board of Directors: Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, and generally referred to as the “Agency Board or Directors” or the “Agency Board”.

Interlocal Agreement: The agreement approved by the City Commission and County Commission in September 2000, as it may be amended from time to time, which specifies how sales tax proceeds are to be divided and utilized, creates the Blueprint Intergovernmental Agency and related joint project management structure, and lists the projects to be funded by the sales tax extension.

Intergovernmental Management Committee: A committee consisting of the City Manager and County Administrator, as provided for in the Interlocal Agreement.

Leveraging: To supply, supplement, and enhance by securing additional financial resources.

Procedure: The prescribed method or specific course of action that will accomplish the requirements of a policy.

Director of PLACE: The individual responsible for managing and directing the Tallahassee – Leon County Planning Department, the Blueprint Intergovernmental Agency, and the Office of Economic Vitality, , reporting directly to the Intergovernmental Management Committee or their Designees.

Blueprint Director: The individual responsible for carrying out the implementation of the Blueprint 2000 projects and the Blueprint 2020 Infrastructure projects, reporting directly to the Director of PLACE.

OEV Director: The individual responsible for carrying out the implementation of the Blueprint 2020 Economic Development Programs and the OEV programs, reporting directly to the Director of PLACE.

Blueprint Planning Manager: This individual plans, organizes, supervises, and coordinates Blueprint Intergovernmental Agency activities with the CRTPA, City, County, and FDOT.

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Participates in the preparation of grant applications. Prepares and administers budgets and seeks alternative funding sources. Manages federal grants.

104.06 ROLES AND RESPONSIBILITIES

- A. All Employees of the Agency, in accordance with the requirements of their positions, shall be responsible for complying with adopted leveraging policies and procedures.
- B. Intergovernmental Management Committee shall provide overall administration of budget activities for the Blueprint Intergovernmental Agency program. This responsibility shall include:
 - 1. Recommending amendments to this Leveraging Policy and approving administrative procedures to insure consistency and compliance with this Policy.
 - 2. Approve submission of leveraging applications and awards that require matching funds greater than \$1M per application and/or where the match is greater than 50/50. The leveraging awards shall be for approved projects where the project Budget has been approved by the Agency.
- C. Director of PLACE, or his/her Designee shall be responsible for:
 - 1. Approving submission of leveraging applications and awards that require matching funds less than \$1M per application and/or where the match is less than 50/50. The leveraging awards shall be for approved projects where the project Budget has been approved by the Agency.
 - 2. Reviewing and recommending all procurement related grants or programs submitted to the Intergovernmental Management Committee and the Agency.
 - 3. Serving in the capacity of Contracting Officer for the Agency.
 - 4. Approving all extensions to the term of leveraging agreements as stipulated in the original terms and conditions of such agreements.
 - 5. Pursuing grant opportunities that are in the best interest of the Blueprint Intergovernmental Agency program and the directive created by the referendum that formed the organization.
 - 6. Coordinating all grant requirement and management/maintenance issues with other City/County departments.
 - 7. Preparing agenda items for grant applications for City/County approval as required.
 - 8. Maintaining and updating the Greenway Master Plan with new land acquisitions.
- D. Finance Committee shall be responsible for:

1. Providing recommendations to the Intergovernmental Management Committee and Blueprint Director of PLACE relating to overall leveraging strategies for Blueprint Intergovernmental Agency projects.

104.07 METHODOLOGY

1. Leveraging is the creation of collaborative relationships or formal agreements with others outside of the Blueprint Intergovernmental Agency and is not limited to the pursuit of grants and other available funding opportunities.
2. Blueprint Intergovernmental Agency will seek collaborations that may develop as partnerships, cooperative agreements, or other similar arrangements entered into by the Agency and another organization, such as a corporation, educational institution, foundation, government agency, or non-profit agency.
3. Resources contributed by the Agency or other parties could consist of expertise, regulatory experience, equipment, facilities, support staff and services, funding, and any other intellectual or physical resources.
4. Blueprint Intergovernmental Agency will build leveraging into its infrastructure by developing a leveraging data base, calendar, and up to date resource of eligible funding sources, and by convening forums in which to share leveraging experiences, information, and resources. Third party research firms and products may also be utilized in order to identify all eligible funding and resource opportunities.
5. In the case of Sensitive Lands, Blueprint Intergovernmental Agency will develop a systematic approach to identify parcels and schedule the application of grants through FCT, OGT, and other agencies based on willing sellers, the direction and guidance of the Tallahassee Master Greenway Plan and the Agency's Sensitive Lands Working Group, and the appropriateness of the grant programs for Agency projects.
6. In the case of Corridor Improvements to Roadways or Greenways and Trails as well as Stormwater Improvements, Blueprint Intergovernmental Agency will pursue funding from all available sources where reasonable. Possible funding sources include but are not limited to the following agencies: the Northwest Florida Water Management District, the Federal Highway Administration, the Florida Department of Transportation, the Florida Department of Environmental Protection, and other local, regional, state, and federal funding opportunities, as well as non-profit leveraging resources.
7. In many cases when submitting grant applications, Blueprint Intergovernmental Agency will write the actual grants submitted so they are consistent in nature. Where needed or applicable, the City of Tallahassee or Leon County will be the official applicant under whose name the grants would be submitted. The Agency will provide copies of all grant or leveraging agreements to the City of Tallahassee and Leon County in order to facilitate open communication and a coordinated effort. Coordination between Agency and City/County staff will be critical to the process and strongly promoted. The City and County will use their resources to pursue funds. Plans for greenways, trails,

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municipal, state, and federal grants or funding availabilities will be coordinated with the Planning Department.

8. Avenues for leveraging funds that are “outside the box” will be pursued. Creative thinking will be used to identify eligible funds from non-traditional sources. At the same time, all known applicable funding sources will be pursued where feasible. A cost-benefit analysis will look at administrative aspects such as application costs, match requirements, and future monitoring and management costs to determine if the grant should be targeted. The City and County Lobbyist may be utilized in order to pursue leveraging sources.
9. Grants that contain a 50/50 or better match opportunity are considered the most advantageous interest and will be pursued at the discretion of the Director of PLACE when funds are available in the approved budget and consistent with the program objectives.

104.08 SUNSET REVIEW

The Leveraging Policy shall be reviewed no later than five years from the effective date. The Director of PLACE shall submit the policy to the Agency Board for review at least 90 days prior to the sunset review date. If no action is taken on the policy prior to the sunset review date, the policy will automatically extend for another five-year period or until the Agency revises or terminates the policy.

104.09 EFFECTIVE DATE

This policy will become effective September 20, 2004, pending approval by the Intergovernmental Agency Board of Directors.

Revised: February 21, 2017