



Housing & Community Development

October 29, 2021

Angela C. Ryan, Principal Planner Active Transportation
Forward Pinellas
310 Court Street
Clearwater, FL 33756

Dear Ms. Ryan:

Pinellas County is pleased to present the Whitney Road Complete Streets Planning Project in response to the Forward Pinellas 2021 Call for Projects. The limits of the project are from US 19 on the west to Bolesta Road to the east. In developing this application, Pinellas County worked closely with the City of Largo and a letter of support from the City has been included in the application package.

This grant will support a public planning process to provide corridor enhancements to support on-going residential growth, bolster economic development, improve access to services for vulnerable individuals, enhance the public realm, and provide more efficient connections between residences, schools, parks, public transportation, and businesses. The concepts developed in this effort will be further refined in the design process for implementation.

If you have any questions, please do not hesitate to contact me at (727) 464-5698 or clstricklin@pinellascounty.org.

Sincerely,

Carol Stricklin

Carol Stricklin, AICP
Director
Pinellas County Housing and Community Development

Cc: Kelli Hammer Levy, MS, MPA, CPM, ENVSP, Director, Pinellas County Public Works

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WHITNEY ROAD: US 19 FRONTAGE ROAD TO BOLESTA ROAD

COMPLETE STREETS CONCEPT PLANNING PROJECT APPLICATION

OCTOBER 2021

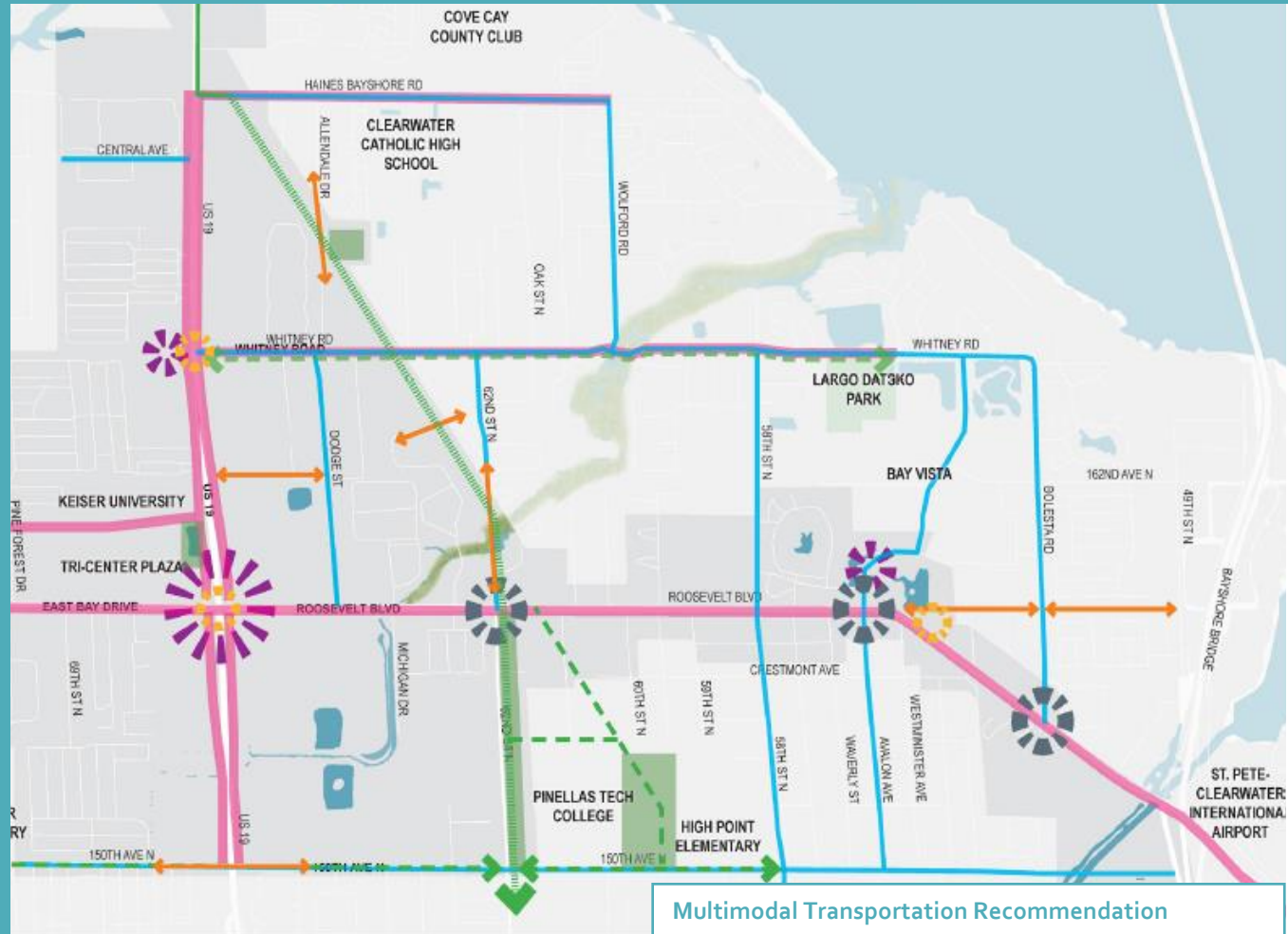
FOR
CONSIDERATION
BY



FROM



IN COOPERATION
WITH



Multimodal Transportation Recommendation
Source: Largo Tri-City Special Area Plan, Kimley-Horn



Whitney Road is a key link connecting nodes in the Gateway planning area. The **Whitney Road Complete Streets** project will be a **catalyst for transformative change** as a near-term implementation project of larger, long-range coordinated land use and transportation planning efforts. The **Whitney Road complete streets concept was featured in the Largo Tri-City Special Area Plan (SAP)** adopted by the Largo City Council in May 2020. The Tri-City SAP establishes an **Activity Center**, builds on previous and concurrent efforts, and is the foundation for implementation of projects and strategies to **encourage mixed-use development and transportation improvements** in the US 19 and East Bay Drive/Roosevelt Boulevard area. Multimodal improvement concepts for Whitney Road are also featured in the **Gateway Masterplan**, a collaborative effort led by Forward Pinellas with Pinellas County, the City of St. Petersburg, the City of Largo, the City of Pinellas

Park, the Florida Department of Transportation (FDOT) and the Pinellas Suncoast Transit Authority (PSTA). The guiding principles of the Gateway Masterplan and the SAP align with the purpose of **better connecting residents to housing, employment, and community amenities and services while encouraging sustainable development.**

The primary objective of this Concept Planning effort is to continue **public dialogue and conduct the technical analysis** needed to select a **preferred alternative** for multimodal infrastructure on Whitney Road to advance to **design and implementation.**

The multimodal access the Whitney Road corridor will provide in the future, along with **existing complementary land use planning**, will drive the success of this project as an **agent of transformation.** The project's western terminus is US 19, a **primary transit corridor in the Countywide Transit Oriented Land Use Map.** The project intersects the future Duke Energy Trail and 58th Street North, which is identified as a **secondary**



transit corridor on the Transit Oriented Land Use Map. The existing underpass at Whitney Road under US 19 just west of the project area contributes to the significance of Whitney Road as a multimodal corridor, as pedestrians, cyclists and transit users in the vicinity must travel approximately 1 mile to the north to Belleair Road or approximately 0.5 mile to the south to Roosevelt Boulevard to access another crossing of US 19. To complete the transportation network and achieve the shared vision for the future, multimodal infrastructure improvements are needed to better support pedestrians, cyclists, and transit users accessing existing and future origins and destinations on both sides of US 19 within the Gateway Master Plan area.

Existing Conditions: Whitney Road from US 19 to Bolesta Road



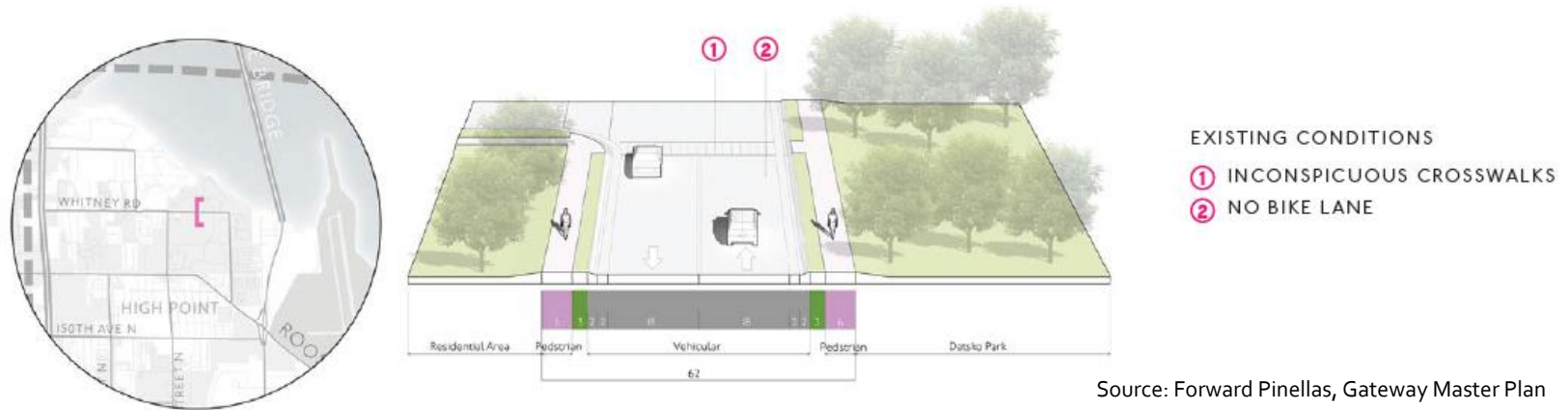
Whitney Road (CR 118) is a Pinellas County-maintained, east-west roadway located in the eastern mid-County in the City of Largo and the unincorporated communities of Whitney Lakes, Greenbrook Estates, and Longbrook. Whitney Road is classified as collector between the US 19 frontage road and 58th Street North, and a local major street east of 58th Street North to its terminus at Bolesta Road. It is a two-way, two-lane undivided facility through its extent, with a posted speed limit of 30 miles per hour (mph), discontinuous sidewalk coverage on both sides, and no dedicated bicycle facilities.

From its intersection with the US 19 frontage road, Whitney Road runs east on a tangent approximately 0.67 miles to Arbor Drive. It continues north on a reverse curve intersecting Wolford Road, south to intersect a private driveway and 166th Avenue, then north again to a tangent section that intersects 58th Street North. There is a gentle southerly curve east of the intersection with 58th Street North to a point of tangent approximately 550 feet to the east, where it continues on a tangent to its eastern terminus with Bolesta Road. The extent of the project area is approximately 1.5 miles.

The north-south crosswalk at the intersection of the US 19 frontage road and Whitney Road is approximately 110 feet long. The intersection configuration consists of a westbound dedicated right-turn lane, two westbound through lanes, a painted median strip, an eastbound through lane, and an eastbound merging lane for right turns from the US 19 frontage road. At the point of intersection with the US 19 frontage road, the Pinellas County right-of-way (ROW) width is 100 feet. The ROW narrows east of the

intersection to 73 feet as it transitions to a two-lane, two-way undivided rural section with 9-foot travel lanes. ROW widths vary throughout the extent of the road, with the narrowest section being 66 feet wide.

Although there are no existing bicycle facilities on Whitney Road, the project intersects the future Duke Energy Trail. Creating a supporting bicycle infrastructure network in the area is key to advancing the goals of the SAP and the Gateway Master Plan.



There is an existing 5-foot sidewalk at the back of curb on the north side of Whitney Road and US 19 for approximately 300 feet, where the sidewalk transitions to the right-of-way line with an approximately 10-foot-wide grass shoulder between the sidewalk and the travel lanes. There is no sidewalk on the south side at US 19 to Whitney Drive, where there is an existing open drainage ditch. An approximately 150-foot sidewalk segment is located on the south side of the road from Whitney Drive to a crosswalk and Rectangular Rapid Flashing Beacon (RRFB) just west of the Duke Energy right-of-way. This existing sidewalk segment incorporates a pedestrian pipe guiderail to shield the drop-off to the drainage ditch.

The two-lane rural section continues to the east to approximately 100 feet west of the intersection at Cobblestone Way, where the section includes a westbound merging lane from Cobblestone Way onto Whitney Road and dedicated right turn lane on Whitney Road to Cobblestone Way. East of the intersection at Sapphire Lane, the section incorporates a curb on the north side and the sidewalk is located at the back of curb to Oak Street North. East of Oak Street North through the reverse curve there are no sidewalks present on the north side of Whitney Road for a distance of approximately 0.3 miles to a point of tangent just west of the intersection with Hidden Springs Place.

There is a small existing sidewalk segment on the south side along the two fronting parcels of the Long Branch community that appears to be located on private property and does not incorporate railing for drop-off shielding to the ditch. The pedestrian environment through the reverse curve is extremely hostile, with no sidewalks, obstructed grass shoulders on the north side west of Wolford Road, guardrails and utilities infrastructure throughout, and very little physical space to maneuver through the curve east of Wolford Road. Yet, as shown in the photo below, the tell-tale “desire” or “goat” path on the south side indicates that pedestrians are present.

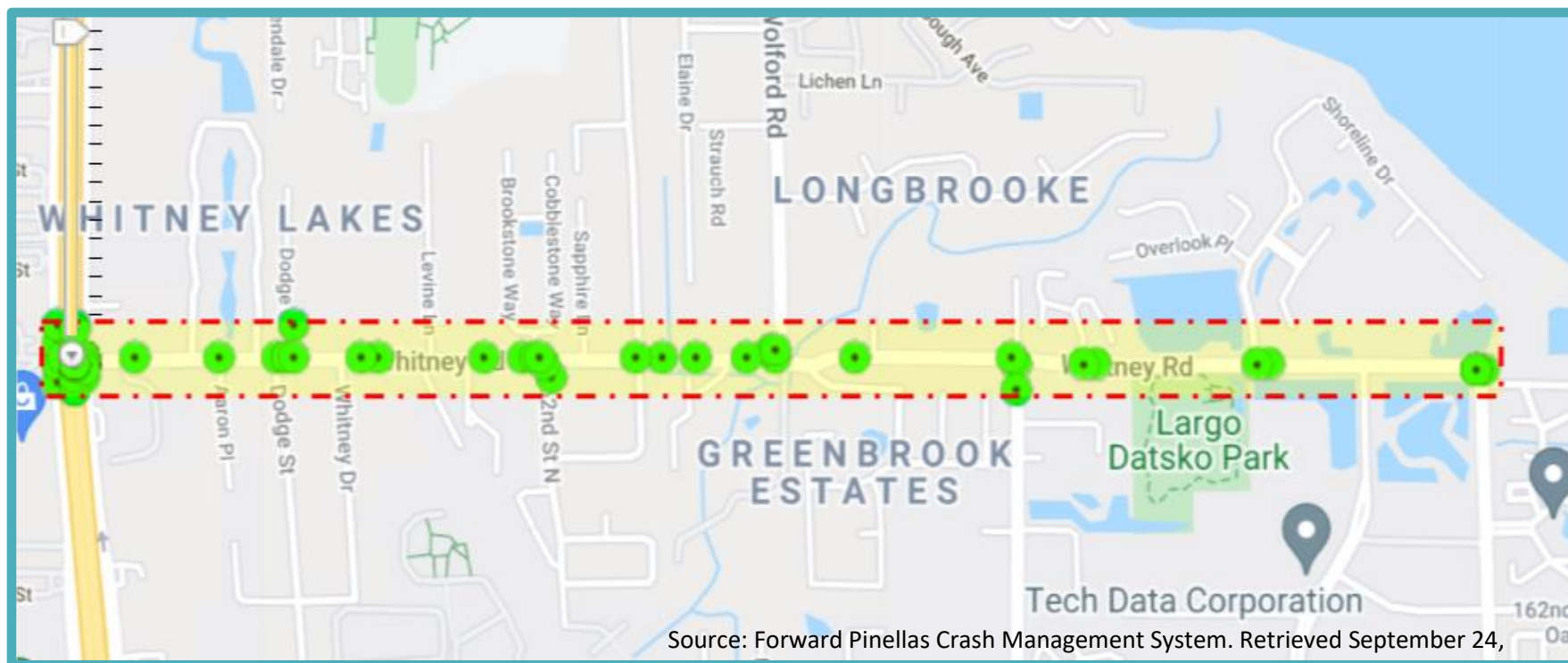


East of the reverse curve, Whitney Road continues as a rural section with two 12-foot travel lanes, paved shoulders approximately 2 feet in width, and continuous 5-foot sidewalks on the north side to its terminus at Bolesta Road. There is also an existing 5-foot sidewalk segment on the south side of the roadway from east of Plantation Boulevard to Bay Vista Drive.

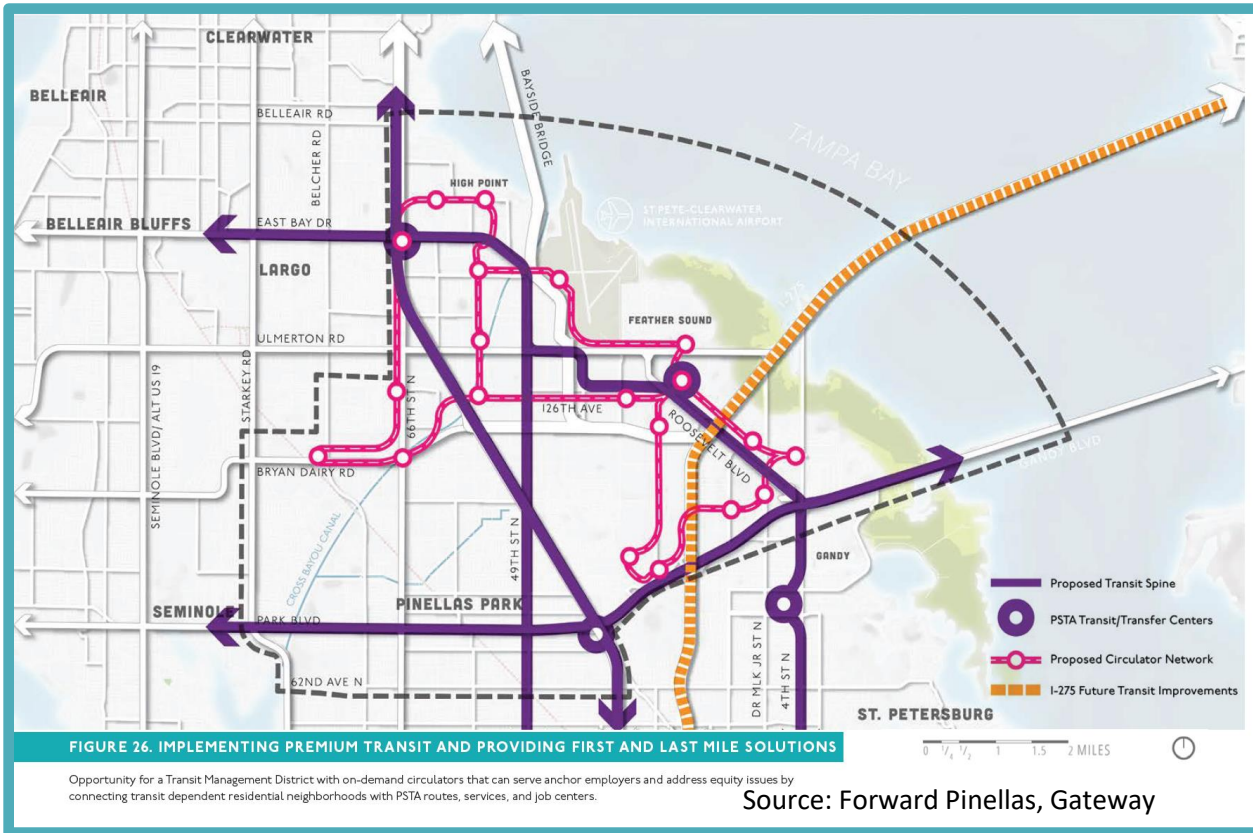
Safety Concerns

Between 2016 and 2020 (the last 5 complete years of data) 41 crashes were reported to have occurred on Whitney Road, primarily at intersections, and 2 crashes involved bicycles. Rear-end collisions were the most common crash type (39%) followed by hitting a fixed object (20%) and left-turn (12%). Another 92 crashes occurred adjacent to the project area, either at Whitney Road and the US 19 frontage roads or on the US 19 mainline overpass.

The predominance of rear-end crashes indicates that speeding may be a concern on Whitney Road, as these types of crashes occur most frequently when the leading car stops or slows and the following car fails to brake in time to avoid a collision. The lack of continuous pedestrian and bicycle facilities are also a safety concern.



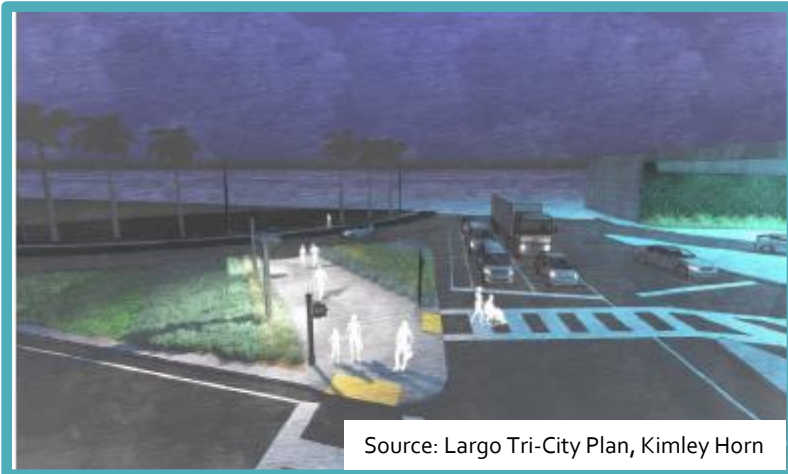
Transit Service



There is an existing stop at the western terminus of the project area that is served by Route 19, with weekday headways between 25 and 35-minutes, 45-minute headways on Saturdays and hour headways on Sundays and holidays.

While Whitney Road currently does not have transit service, historically Route 79 traversed the corridor. In addition, the conceptual transit circulator in the Gateway Master Plan includes routing on Whitney Road.

Lighting



Source: Largo Tri-City Plan, Kimley Horn

The project will consider street lighting, particularly how it relates to pedestrian and bicycle infrastructure and placemaking. The City of Largo has successfully invested in lighting and placemaking improvements in key areas to support transportation improvements and redevelopment.



Largo Plaza, Source: Tampa Bay Times



Lighting and Placemaking improvements in Largo, Source: Google Maps

Cost Estimate

A preliminary scope of work and cost estimate of \$100,000 for the Plan has been developed based on experience with similar projects. Pinellas County requests that \$50,000 of the plan development costs from the Forward Pinellas Complete Streets Program. Additional study costs, in-kind services and the costs to develop engineering, design, and implementation of the preferred alternative will be borne by Pinellas County and other potential funding partners.

ALTERNATIVES ANALYSIS AND OUTREACH \$100,000

Task 1: Management and Coordination \$5,000

The County and the City of Largo will convene a project development team. A kick-off meeting will be held to discuss project expectations and objectives including reporting, schedule, data needs, public and stakeholder participation and other relevant project information.

Periodic progress meetings will be held throughout the project development process.

Task 2: Existing Conditions \$20,000

Existing conditions will be reviewed, summarized and mapped.

- a. Existing surveys
- b. Roadway and sidewalk pavement conditions
- c. Driveways/curb cuts
- d. Street lighting locations and conditions
- e. Crosswalks, ramps and ADA assessment

- f. Locations of stormwater infrastructure and utilities
- g. Safety audit
- h. Land use context (existing and future)

Deliverables:

- Study Area base map
- Summary of existing conditions

Task 3: Stakeholder and Public Outreach \$15,000

Task 3 is concurrent with Tasks 4, 5 and 6.

Staff will identify stakeholders, develop content for a project page, advertise the project and public outreach opportunities through mailouts, social media, press releases and other appropriate methods.

Staff will contact stakeholders and adjacent property owners/occupants for one-on one-discussion as needed.

Two (2) online and alternative in-person events will be held to receive feedback from members of the public and stakeholders. The events could include a one day mini-charrette, workshop, open house, drive-thru meeting, or an alternative outdoor/socially distanced format. A summary of discussion and decisions will be developed.

Information gathered from the existing conditions and through public and stakeholder meetings will be used to develop and evaluate project alternatives.

Deliverables:

- Summary of public involvement process and outcomes

Task 4: Concepts and Recommendations \$35,000

Up to three (3) build alternatives will be developed and evaluated. A draft report will be developed that includes:

- Project Summary
 - Project Description
 - Purpose and Need
- Existing Conditions
 - Land use
 - Typical Section and Right of Way
 - Pavement Conditions
 - Drainage
 - Traffic
 - Crash Data and Safety Analysis
 - Utilities
 - Lighting
 - Soils and Geotechnical Data
- Design Criteria
- Alternatives Analysis

Up to three build alternatives will be presented to stakeholders and the public for input.

Deliverables:

- Draft report

Task 5: Selection and Refinement of Preferred Alternative \$15,000

The preferred alternative will be determined utilizing a multi-criteria decision analysis and stakeholder and public input.

Following preferred alternative selection, the team will conduct additional environmental, drainage, stormwater management, utilities, and geotechnical investigations for the preferred alternative to a level of detail needed to proceed to 30% design.

Task 6: Final Report and Plan for Implementation \$10,000

A final report will be developed to document the planning process for the preferred alternative. In addition to the items in the draft report, the final report will include:

- Public Involvement
- Preferred Alternative
- Implementation and next steps
- Order of magnitude costs
- Implementation funding options

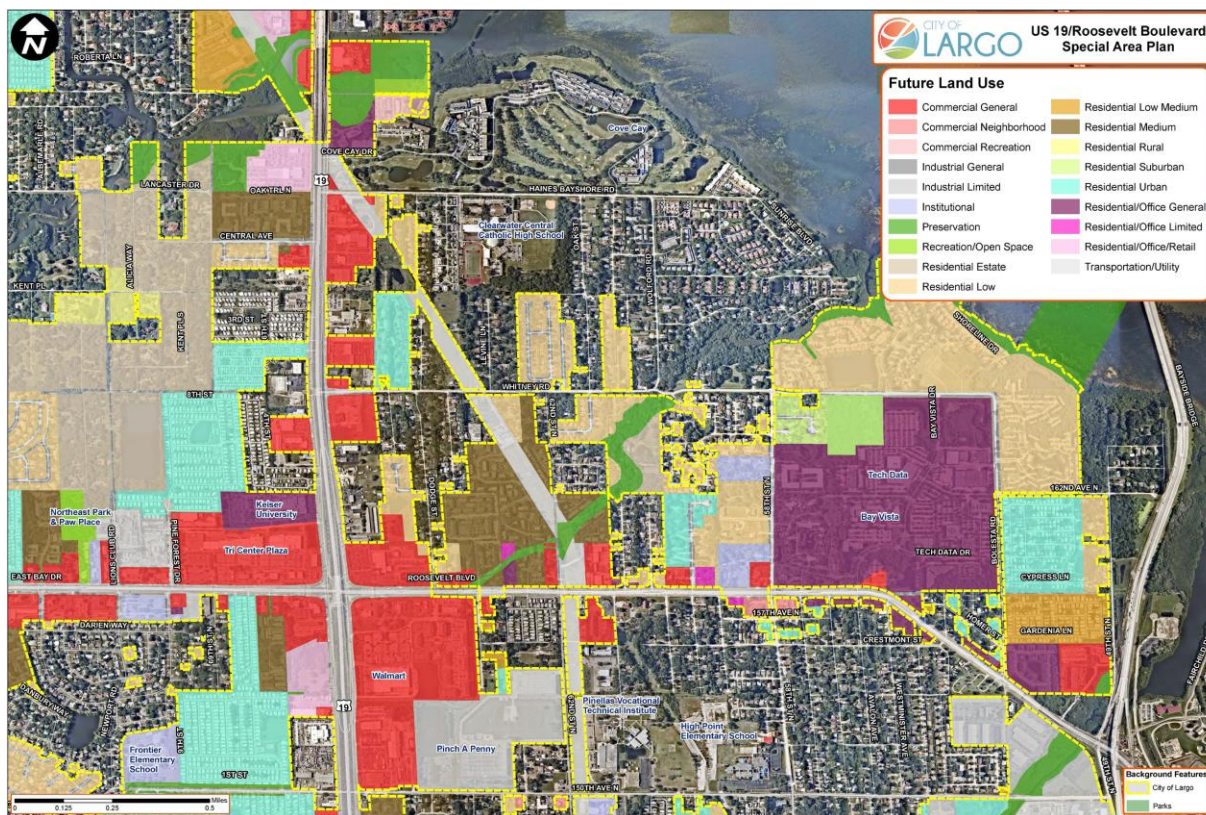
Deliverables

- Final Report
- Presentation of the Findings of the Final Report to the Forward Pinellas Board and/or advisory committees, Pinellas County Board of County Commissioners, Largo City Council.

Multiple Travel Modes Served

Concepts for this project envision continuous pedestrian and bicycle infrastructure for the full extent of Whitney Road (approximately 1.5 miles). By providing continuous infrastructure, the project will create a safer environment for pedestrians, cyclists, and transit users relying on these modes to reach destinations or transit services. As envisioned in the Gateway Master Plan, a future circulator transit service could utilize Whitney Road to service major trip generators in the area. Separating pedestrian and bicycle traffic from the travel lanes will create a better environment for drivers and transit providers.

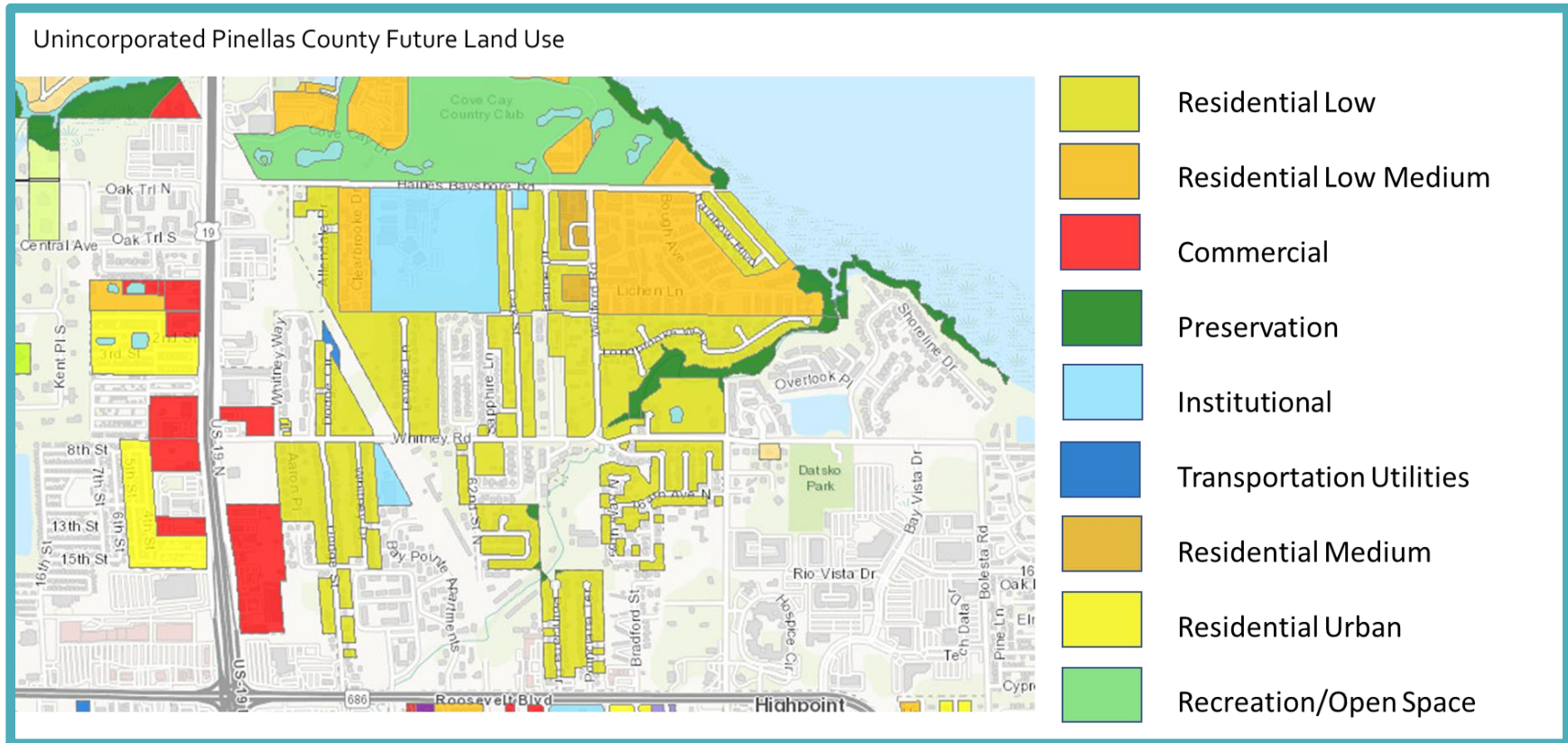
Local Planning Requirements Supportive of Multimodal Transportation Improvements



The Tri-City SAP recommendations include land development standards to encourage compact, mixed-use, transit-oriented, and walkable development. The SAP recommendations are applied as proposed, new, or amended developments are reviewed. The intent is to update the City of Largo's Community Development Code (CDC) as overlays or other code changes.

The Tri-City SAP provides detailed standards consistent with the Urban Design Principles within the Forward Pinellas Countywide Plan Strategies. The recommendations do not exceed density or intensity standards and address:

A currently unincorporated parcel fronting US 19 is designated as Urban Core Scale in the Tri-City SAP. Additional unincorporated parcels in the project corridor are primarily designated as Residential Low, with a few parcels designated as Residential Low Medium, Institutional, Transportation/Utilities, and Preservation. The majority of existing land uses in the unincorporated area are relatively stable, with a few parcels potentially underdeveloped. As the corridor develops into a multimodal corridor, Pinellas County will reconsider future land uses and development standards.



Project Schedule/Anticipated Timeline

The anticipated initiation of this planning effort is summer 2022. The project as envisioned in this application would require approximately 9 months to complete. Following the completion of the planning phase, the project will be submitted for inclusion in the Capital Improvements Program for engineering, design and construction. It is envisioned that construction of the project would commence within 5 years of plan completion.

Percentage of Vacant Parcels

Approximately 7% of the parcels within an ¼ mile buffer from the centerline of the roadway are vacant.

Percentage of Existing Land Use Categories

Existing Land Use within an ¼ mile buffer from the centerline of the roadway.


<u>ELU Category</u>	<u>Total Acreage</u>	<u>Percentage</u>
Vacant	41.738	6.9
Single Family	173.235	28.6
Mobile Home	63.786	10.5
Multi-family	68.412	11.3
Condominium	0	0
Multi-family (less than 10 units)	5.812	1.1
Residential common area	0	0
Vacant commercial	28.847	4.8
Store, one story	3.259	0.5
Office Building, one story	6.487	1.1

<u>ELU Category</u>	<u>Total Acreage</u>	<u>Percentage</u>
Office Building, multi-story	38.814	6.4
Auto sales, repair	19.904	3.3
Night club, lounge, bar	2.064	0.3
Hotel, motel	2.144	0.3
Warehousing	9.074	1.5
Improved agriculture	16.007	2.6
Church	39.776	6.6
Private school, college	1.171	0.2
Homes for the aged	5.677	0.9
Orphanages, charitable services	6.221	1.0
County land	7.235	1.2
Utility, gas, electric owned	22.681	3.8
Right-of-way, streets	9.255	1.5
Rivers, lakes, submerged land	8.232	1.4
Marsh, swamps	16.945	2.8
<u>Acreage not zoned agricultural</u>	<u>8.380</u>	<u>1.4</u>
TOTAL ACREAGE	606.131	100%

Date ran: 9/24/2021

Land Development Benefits of Complete Streets

CATALYST SITE:
Activity Center Northeast Quadrant



The Activity Center Northeast Quadrant site is located in the northeast corner of the US 19 and Roosevelt Boulevard intersection. The site will include:


- Multi-Family Housing
- Mixed Use Buildings with Retail, Residential, and Office
- Greenspace, Trails, and Natural Resource Protection
- Shared Parking

Source: Kimley-Horn

Multimodal improvements to Whitney Road would establish an important east-west link between two large potential redevelopment nodes, currently vacant and underutilized parcels at US 19 and the Bay Vista Office park, in addition to several smaller potential redevelopment sites along the corridor.

The Largo Tri-City SAP proposed the southwest quadrant of the Whitney Road/US 19 intersection as a potential catalyst redevelopment site. The Activity Center site would include:

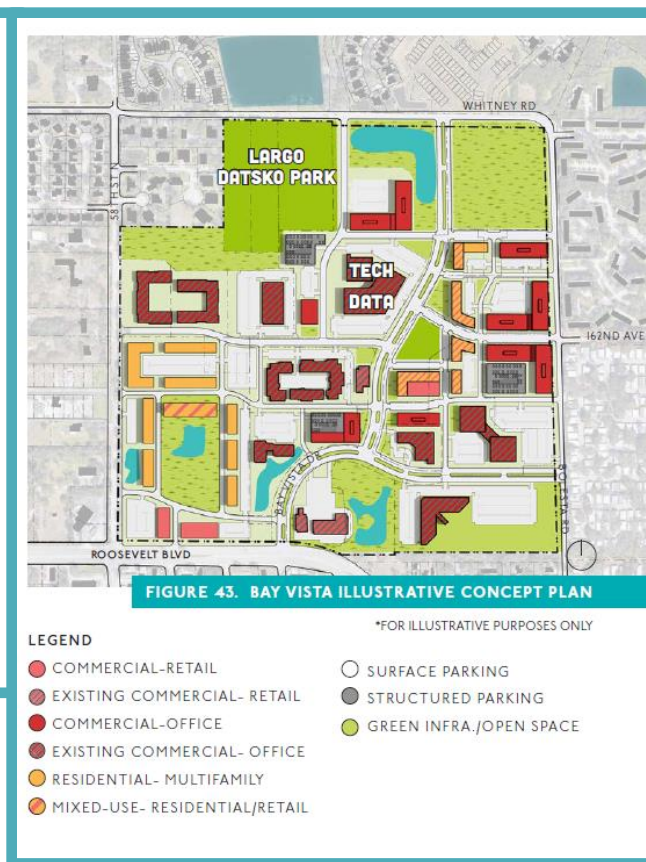
- Multi-Family Housing
- Mixed Use Buildings with Retail, Residential, and Office
- Greenspace, Trails, and Natural Resource Protection
- Shared Parking



KEY

Land Use, Density and Intensity	
A	Public Plaza FAR Bonus Incentive
B	Transit Hub
C	Retail
D	Mixed-Use (Retail/Office)
E	Mixed-Use (Retail/Residential)
F	Low-Rise Multi-Family
G	Mid-Rise Multi-Family
H	Office
Building Form and Placement	
I	Building Fronting the Sidewalk Edge
J	Setback to Encourage Wider Sidewalks and Outdoor Seating
K	Active Ground Floor Uses
Public Realm and Connectivity	
L	Natural Resource Protection
M	Public Trail for Recreation and Pedestrian Connections
N	Enhanced Landscaping
	Parking
O	Concealed, Shared Parking Garage
P	Concealed Parking Behind Buildings

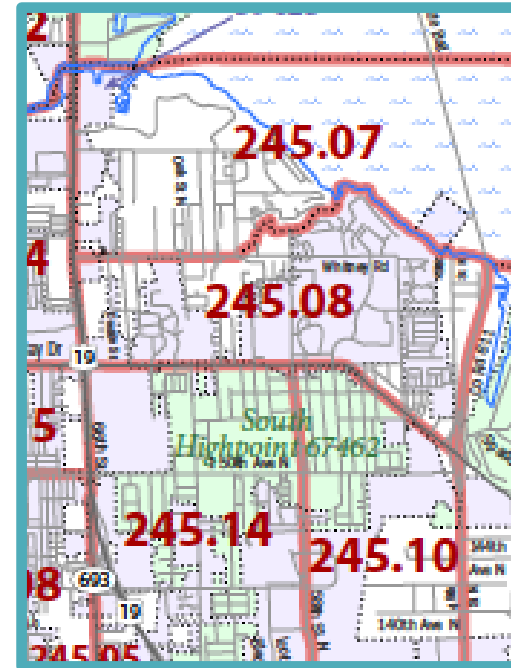
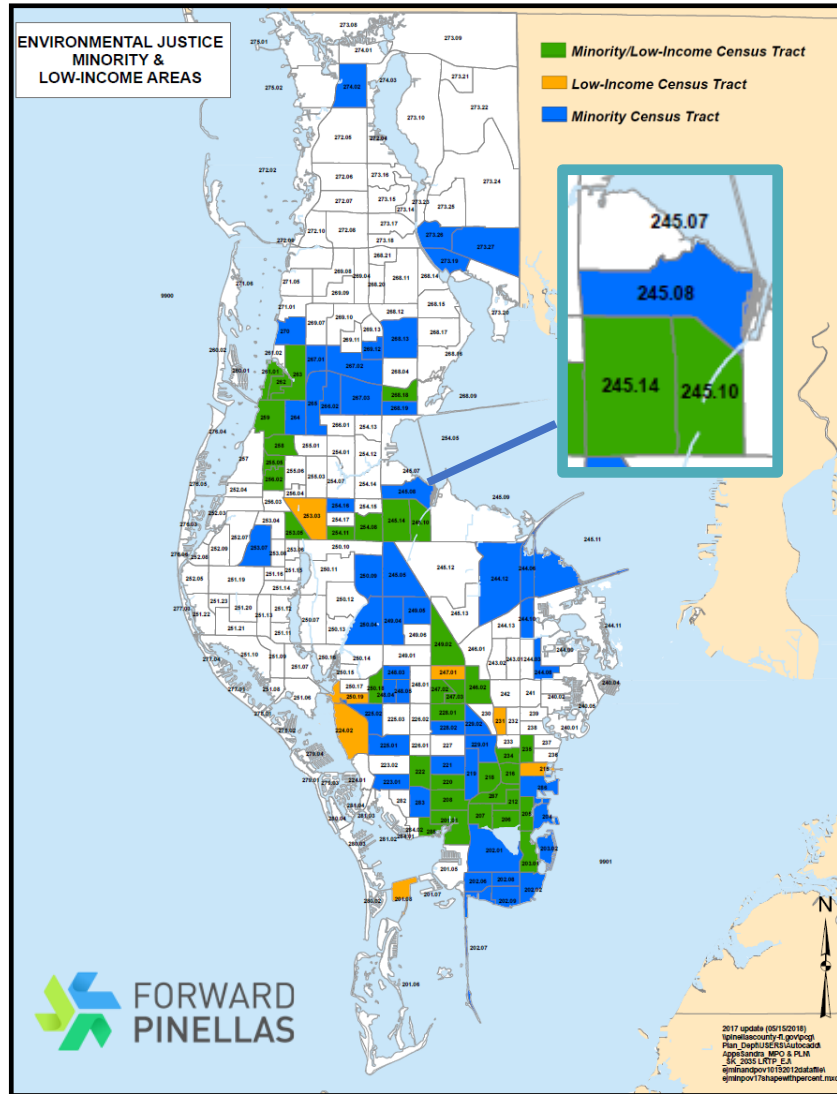
Source: Kimley-Horn



Gateway Master Plan proposed the Bay Vista office park as a potential redevelopment area. Bay Vista is one of Pinellas County’s major job and tech centers. This office park sits near major regional roads, with direct access to multiple surrounding residential neighborhoods. The Gateway Master Plan identified Bay Vista as an opportune location for intensification- with mixed uses and community serving spaces to create a walkable mixed-use employment district. Quality redevelopment would stimulate job growth by attracting new employers and residents.

The conceptual illustrations of the Bay Vista site from the Gateway Master Plan show how a mixed-use community hub could be developed. With the strategic changes in land use and urban design outlined in the Largo Tri-City SAP, this area could transform into an active town center with a strong sense of place and magnet for new business and needed housing stock. Development of Bay Vista will rely on strategic infrastructure improvements, including multimodal transportation, stormwater management, connectivity, open space and parking.

Environmental Justice



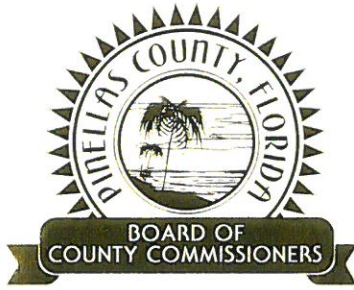
Whitney Road is in Census Tract 245.08, which is designated as a Minority Census Tract Environmental Justice area by Forward Pinellas.

Transportation Disadvantaged

The roadway configuration does not provide adequate facilities for modes other than cars and poses challenges to pedestrians and persons utilizing mobility devices in many areas. Transportation Disadvantaged citizens will benefit from the project in multiple ways, primarily with the provision of continuous facilities in compliance with American with Disabilities Act requirements and current standards. Connected bicycle infrastructure will make riding more appealing and comfortable for riders of all ages and abilities. Proposed bicycle and pedestrian improvements also benefit transit riders, as transit riders typically rely on these modes to access transit stops.

Minimum Allocation for the Project

\$50,000 is the minimum allocation Pinellas County would need to progress the project.



PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

PHONE (727) 464-3276 • FAX (727) 464-3022 • 315 COURT STREET • CLEARWATER, FLORIDA 33756
www.pinellascounty.org

DAVE EGGERS
COMMISSIONER

October 29, 2021

Whit Blanton, Executive Director
Forward Pinellas
310 Court Street
Clearwater, FL 33756

Dear Mr. Blanton:

This letter serves as the Pinellas County Board of County Commissioners' endorsement of the Whitney Road and 62nd Avenue North Complete Streets grant applications, which, if funded, will support the transformation of these corridors to better meet the needs of citizens and a sustainable future. Securing these funds will allow the Pinellas County Planning Division and Public Works Transportation to collaboratively work with our partners in the cities of Largo and Pinellas Park to address multimodal transportation, land use transformation, quality of life, workforce, and economic development in the project area.

On behalf of the Board of County Commissioners, I am pleased to support Public Works and Housing and Community Development in this application for a grant request for the Forward Pinellas Complete Streets Program for Construction for 62nd Avenue North. This is a long overdue project to support multimodal transportation in Lealman and Pinellas Park. The current concept being pursued in a Preliminary Engineer Report is three 12-foot travel lanes, a two-way 14-foot center left turn lane, buffered bike lanes, a multi-use path, a 6-foot sidewalk on the southside, and two (2) pedestrian refuges. The implementation of this design will make this road safer for motorists, pedestrians, cyclists, and transit users while supporting on-going economic growth in this corridor that forms the border between Lealman and Pinellas Park.

I am also pleased to support the application for a grant request for the Forward Pinellas Complete Streets Program for Concept Planning and Design to make improvements to Whitney Road between US 19 and Boles Road. This project will develop conceptual corridor enhancements to support on-going residential growth, bolster economic development, increase safety for all users, improve access to services for vulnerable individuals, enhance the public realm, and provide more efficient connections between residences, schools, parks, public transportation, and businesses. The concepts developed in this effort will be further refined in the design process for implementation.

Projects such as these are vital to sustain existing and future development and will serve as a catalyst for positive change and private investment, ultimately increasing quality of life for all residents. Complete Streets are strongly aligned with our goals of connecting people to quality affordable housing, employment, education, and transit services. This project also aligns with Pinellas County Strategic Plan goals and objectives to:

- Enhance pedestrian and bicycle safety;
- Proactively attract and retain businesses with targeted jobs to the county and the region;
- Invest in communities that need the most; and
- Deliver first class services to the public and our customers

Page Two
Mr. Whit Blanton
October 29, 2021

If you have any questions regarding this endorsement, or if any additional support can be offered to the application effort, please contact me at your convenience. Thank you very much for your leadership in this important endeavor.

Sincerely,


Dave Eggers, Chair
Pinellas County
Board of County Commissioners



ATTEST: KEN BURKE, CLERK
By: 
Deputy Clerk



201 Highland Ave NE
PO Box 296
Largo, FL 33779
LARGO.COM

October 5, 2021

Whit Blanton, Executive Director
Forward Pinellas
310 Court Street
Clearwater, FL 33756

Dear Mr. Blanton:

This letter serves to express the City of Largo's support of Pinellas County's Whitney Road Complete Streets grant application, which, if funded, will support the transformation of the corridor to better meet the needs of Largo's citizens and a sustainable future. Securing these funds will allow Pinellas County staff, with support from City of Largo staff, to address multimodal transportation, land use transformation, quality of life, and workforce development in the project area.

On behalf of the City of Largo, I am pleased to support Pinellas County in this application for a grant request for the Forward Pinellas Complete Streets Program for Concept Planning and Design to make improvements to Whitney Road from US 19 and Bolesta Road. This project will develop conceptual corridor enhancements to support on-going residential growth, bolster economic development, increase safety for all users, improve access to services for vulnerable individuals, enhance the public realm, and provide more efficient connections between residences, schools, parks, public transportation, and businesses.

Projects such as these are vital to sustain existing and future development on a corridor that includes both Largo's Tri-City Special Area Plan and the Bay Vista focus area of the Gateway Master Plan and will serve as a catalyst for positive change and private investment, ultimately increasing quality of life for all residents. This project also aligns with Largo Strategic Plan goals and objectives to:

- Foster a community where opportunities exist for residents and businesses to realize their full potential;
- Cultivate and support a vibrant intergenerational community that attracts residents and businesses
- Invest in quality public infrastructure; and
- Build a community of safe and healthy neighborhoods.

YOUR COMMUNITY OF CHOICE
Naturally





201 Highland Ave NE
PO Box 296
Largo, FL 33779
LARGO.COM

If you have any questions regarding this endorsement, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Woody Brown", is written over a light blue horizontal line.

Woody Brown, Mayor
wobrown@largo.com | (727) 587-6700




YOUR COMMUNITY OF CHOICE
Naturally



OFFICE OF THE COUNTY ADMINISTRATOR

MEMORANDUM

TO: All Department Directors

FROM:  Mark S. Woodard, County Administrator

SUBJECT: Delegation of Authority from the County Administrator and Improved Grant Procedures

DISTRIBUTION: John Bennett, Assistant County Administrator
Paul Sacco, Assistant County Administrator
Jake Stowers, Assistant County Administrator
Pick Talley, Assistant County Administrator
Jim Bennett, County Attorney

DATE: March 28, 2016

This memo replaces County Administration memo dated January 28, 2005, regarding Grant Application Approval Delegation.

The following processes have been modified in order to improve efficiency, compliance and consistency with county grants.

1. The Intent to Apply will still be submitted during the consideration of a grant application. Intent to Apply will now be submitted online via the Grants Center of Excellence (COE) SharePoint site <http://sharepoint1-vm.co.pinellas.fl.us/bcc/omb/process/Grants/SitePages/Home.aspx>.
2. If an application is withdrawn or not submitted after approval of the Intent to Apply, the department that submitted the Intent to Apply shall notify the Grants Center of Excellence via email to GrantsCOE@co.pinellas.fl.us.
3. Delegated authority for department directors to sign off on a grant application shall be raised from \$250,000 to an amount not to exceed \$500,000, excluding local match or in-kind contributions in a fiscal or calendar year. The Director is responsible for ensuring that a copy of the completed grant application is uploaded into Granicus/Legistar for inclusion on the Delegated Authority Log. A modified contract review is recommended to facilitate this process.
4. Grant application(s) \$500,000 through less than \$1,000,000, excluding local match or in-kind contributions in a fiscal or calendar year, shall undergo a modified contract review in

Granicus/Legistar. The review shall include the Director, Assistant County Administrator and County Administrator along with any others as defined in Granicus/Legistar standard operating procedures.

5. As per County Ordinance 2-62(a)(4), delegated authority shall be based on the grant amount applied for per fiscal year, per grant; not on the total project cost or local match.
6. Signature authority for "time only extensions" that involve no change in fund allocations or match shall be delegated to Assistant County Administrator authority level. These shall undergo a modified contract review in Granicus/Legistar. The review shall include the Director and Assistant County Administrator along with any others as defined in Granicus/Legistar standard operating procedures.
7. The OMB mailing address and GrantsCOE@co.pinellas.fl.us shall be utilized as part of the recipient address used for official correspondence from grantor to County Administrator and the Board of County Commissioners as the official grant recipient for all grant applications and all notifications. Note that this may not be the same as the grant recipient contact for regular correspondence that may be separately defined in the application, agreement, and/or other grant documentation.
8. Indirect cost allocations for all County grant applications shall be administered by OMB in coordination with departments.

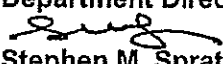
All County departments shall follow grants administration procedures. A Grants Operations Manual is available on the Grants COE SharePoint site. Regular meetings will be scheduled between the Grants COE team and departments to ensure concurrence on policies as well as to communicate department funding needs.

Thank you for your continued cooperation to deliver first class services to both internal and external customers as we "Do Things to Serve the Public".



OFFICE OF THE COUNTY ADMINISTRATOR

M E M O R A N D U M

TO: Department Directors
FROM: 
Stephen M. Spratt, County Administrator
CC: Assistant County Administrators
DATE: January 28, 2005
SUBJECT: Grant Application Approval Delegation

In an effort to streamline the grant application process, it has been suggested that I delegate the authority to all department directors to sign off on grant applications valued at and up to \$250,000, which includes the County's match. This authority carries the responsibility to provide the Agenda Coordinator within 5 business days after signing:

1. A copy of the packet with signatures, outlining the background information regarding the item, including the dollar value; and
2. The original signatures on an internal review/approval slip.
3. Documentation from OMB's that the County's match exists or is obtainable.

The Agenda Coordinator shall include the grant application on the Board of County Commissioners' agenda as part of the list of "Delegated Items Approved by the County Administrator".

My assistant county administrators can require their own reviews of grant applications at their discretion. They will be responsible for communicating their preferences to their respective department directors. I also request that they inform Katherine Burbridge, Intergovernmental Liaison, and Nancy Rose, Agenda Coordinator, of their decision.

Information on the requirements by OMB for their review and agreement will be forthcoming from the Intergovernmental Liaison. If the department directors have any questions, please do not hesitate to contact Ms. Burbridge at ext. 43721.



OFFICE OF THE COUNTY ADMINISTRATOR

M E M O R A N D U M

TO: Department Directors
FROM: Katherine Burbridge, Intergovernmental Liaison
CC: Assistant County Administrators
DATE: January 28, 2005
SUBJECT: OMB Review Requirements of Grant Application's County Match

In an effort not to add time to the approval process, the Department needs to submit the "Intent to Apply" form to the Intergovernmental Liaison and to OMB early in the grant application process. OMB's review can be performed electronically, if sufficient information is submitted with the "Intent to Apply". OMB will require the following for its review:

1. Capital Budgeted Items: Identify the CIP project number, the dollar amount, and the fund.
2. Specified Operation Budgeted Items: Identify the allocation's cost center and account.
3. Non-specified Operation Budget Items: Indicate exactly how the match will be made within the existing budget. This situation shall require the Department Director's written agreement.

The Department's responsibility is to provide the Agenda Coordinator within 5 business days after signing the grant application:

1. A copy of the packet with signatures, outlining the background information regarding the item, including the dollar value; and
2. The original signatures on an internal review/approval slip.
3. Documentation from OMB's that the County's match exists or obtainable (this can be in either written or electronic form.)

If the department directors have any questions, please do not hesitate to contact me at ext. 43721.