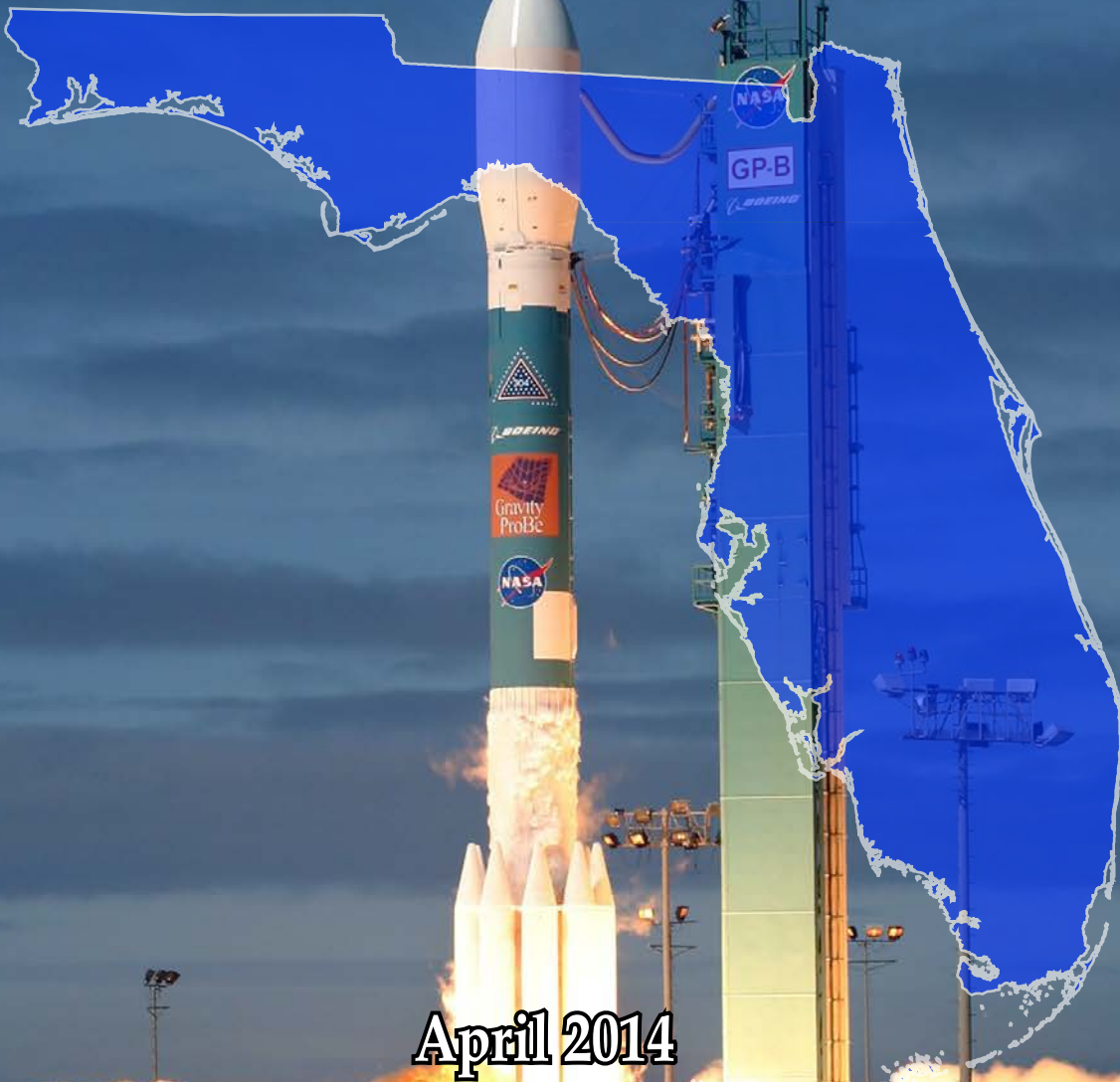




The Florida Spaceports PROJECT HANDBOOK

A Handbook of Florida Department of Transportation
Funding of Spaceport Transportation Infrastructure



April 2014





1. Handbook to State Funding for Florida Spaceport Projects

1.1. Purpose of the Handbook

The purpose of this handbook is to provide a general overview of processes associated with Florida Department of Transportation (the Department, or FDOT) funding of spaceport projects within the State of Florida. This handbook covers the types of available infrastructure grants, eligibility requirements, application procedures, grant award processes, invoicing and other relevant topics.

1.2. Background for State Funding of Space Transportation Projects

Since the beginning of the country's space program, Florida has been closely associated with launching people and cargo into space. As the center of NASA and the U.S. Air Force's space launch infrastructure since the 1950's, space transportation has had a major effect on Florida's economy and statewide multi-modal transportation systems. Though accommodating these effects has always been a significant role of the Department, "space" itself was never considered a separate mode of transportation to be planned for or programmed by the state; however, as space transportation technology continued to mature and the prospect of commercial spaceflight became a greater reality this view began to change.

In 1999 the State of Florida designated "space" as an official mode of transportation and "spaceports" as the associated transportation facilities. This official designation gave space a standing within the Department similar to other long-established modes such as highways, rail, and seaports. The Department's primary responsibility *"to coordinate the planning and development of a safe, viable, and balanced state transportation system serving all regions of the state, and to assure the compatibility of all components, including multimodal facilities"*, was extended to space transportation.

With the FAA licensure of commercial spaceports at Cape Canaveral in 1999 and Cecil Spaceport in 2010 (and the potential for more in the future), the State is in the unique position of having a growing system of spaceports. Due to the reduced federal presence following the conclusion of the Space Shuttle Program, access to an increasing number of surplus federal space launch facilities led the Department (in partnership with Space Florida) to take a more active role in the planning and funding of spaceport infrastructure. The expanding role has led to a Spaceport Grant Program, a first of its kind Spaceport System Plan, and other significant milestones that are helping secure Florida's place as a global space transportation leader.

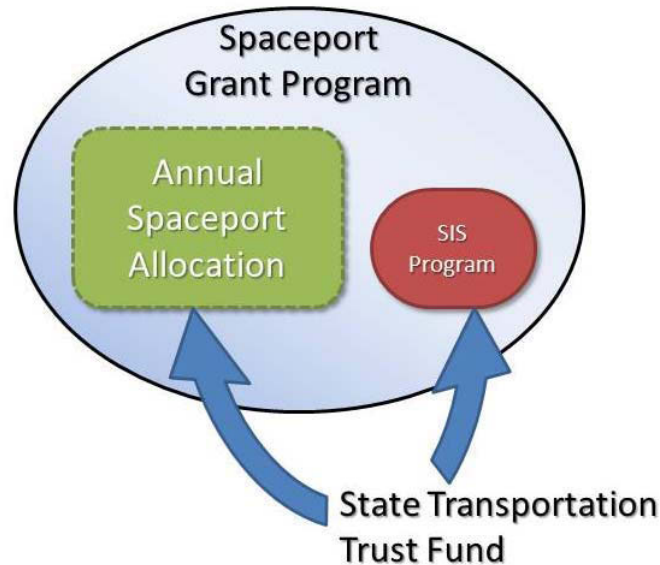
1.3. Coordination with Space Florida

Space Florida was created in 2006 as an independent special district of the State for the purpose of fostering the growth and development of the space industry in Florida. Since its inception, Space Florida has acted as the State's single point of contact for all aerospace related activities. It has broad statutory authority to develop spaceport infrastructure, arrange financial incentives for industry, pursue research and development opportunities that enhance targeted industry growth, provide workforce resources, and host educational programs. Space Florida is an integral partner in the implementation of the processes described in this handbook, and the Department coordinates all spaceport planning and funding activities with them.

2. Spaceport Grant Program

This handbook will focus on the Department’s program for funding spaceport transportation infrastructure known as the Spaceport Grant Program. The Spaceport Grant Program is funded through two separate sources: the Annual Spaceport Allocation and the Strategic Intermodal System (SIS). The background, eligibility requirements, and project prioritization processes differ between the two sources, and are discussed separately in this section; however, the application, grant awarding, and contracting processes are the same for both and are outlined in Section 3.

Figure 2.1 Spaceport Grant Program Funding Relationship



2.1. Annual Spaceport Allocation

Purpose and Background

The main source of funding for the Spaceport Grant Program is the Annual Spaceport Allocation. These funds are 100 percent state-sourced through the State Transportation Trust Fund, and include no federal contribution or aviation fuel tax funds. Spaceport funds are allocated annually to the FDOT Central Office and disbursement is coordinated by the FDOT’s Aviation and Spaceports Office. As detailed in Section 3 of this handbook, the Aviation and Spaceports Office collaborates closely with FDOT District Offices and Space Florida to effectively evaluate spaceport grant applications, award grants, and evaluate delivery of the projects.

Funding Level

Through the Annual Spaceport Allocation funds, the Department may provide up to 100 percent funding assistance to Space Florida for spaceport planning. The department may also provide up to 50 percent of eligible capital project costs for spaceport projects. The other 50 percent must be provided by others, and may include Space Florida or third-party spaceport partners. This 50/50 Department and non-state partner funding split:

- Is consistent with the funding participation of other modes;
- Maximizes the use of state funds; and
- Ensures the non-state partners have a vested interest in the projects.

Eligible Spaceport Project Types

Every spaceport project is different, with unique context, goals, and program needs/requirements, so a determination of the eligibility of specific projects is done at the application stage. **Tables 2.1 – 2.3** below list project categories and examples that may be eligible for funding through the Department’s Spaceport Grant Program. They include:

- Spaceport Planning Projects
- Land Acquisition Projects
- Capital Improvement Projects

This list is not exhaustive and some potentially eligible projects may not fall precisely into these categories. Further, not all projects that fall into these categories are guaranteed funding. Eligible applicants for grants must also meet other qualification criteria described in this handbook, and the Department has the responsibility for making the final determination on the eligibility of each individual project.

According to s.331.360 Florida Statutes the Department cannot fund Space Florida operations and administrative costs. The Department interprets this to mean costs related to Space Florida’s operation as an organization. Spaceport program and project-related costs are not considered part of the organization’s operations or administration and are eligible for Department funding.

Table 2.1: Spaceport Planning Projects

Project Category Description	Potentially Eligible Projects
Spaceport Planning Projects The purpose of spaceport planning is to lay the groundwork for the development of future spaceport infrastructure and aerospace economic development, while protecting the public, the environment, and the cultural resources of the state.	<ul style="list-style-type: none">• Spaceport Systems Plans• Spaceport Master Plans• Environmental Assessments (EAs)• Environmental Impact Statements (EISs)• Economic Impact Studies• Master Drainage Plans• Noise Studies• Launch Site or Launch Vehicle Licensing

Table 2.2: Land Acquisition Projects

Project Category Description	Potentially Eligible Projects
Land Acquisition Projects Land acquisition projects pave the way for the expansion of spaceport facilities and infrastructure.	<ul style="list-style-type: none">• Spaceport development property identified in a spaceport master plan.• Mitigation land• Property for right-of-way• Easements

Table 2.3: Capital Improvement Projects

Project Category Description	Potentially Eligible Projects
<p>Capital Improvement Projects The purpose of capital improvement projects is to provide for capital facilities and equipment at spaceports.</p>	<ul style="list-style-type: none"> • Launch/Re-entry Facilities (pads, launch mounts, fuel storage, service towers, flame ducts/diverters, lightning masts, water tanks, runways, taxiways, parking aprons, control towers and centers, ground equipment, etc.) • Vehicle/Payload Processing Facilities (integration facilities, processing facilities, payload storage, hangars, clean rooms, offices, etc.) • Other Landside Projects (parking lots and structures, terminal buildings, etc) • Range Facilities (radar, optics, communication, telemetry, weather observation stations, etc.) • Safety Projects (Fire and EMS stations, fire suppression systems, safety equipment, etc) • Transportation Facilities (roadways, seaports, rail lines, bridges, etc) • Security Projects (lighting, signage, fencing, badging, checkpoints, access control, facility hardening, etc.) • Preservation Projects (overlays and coatings, crack sealing, marking, painting, roofing, weatherization, etc.) • Utility Projects (electric generation/transmission, water distribution, wastewater collection/treatment, stormwater and drainage systems, solid waste collection/disposal, etc.)

Eligible Spaceport Locations

Space Florida’s ability to develop spaceport infrastructure is statutorily limited to geographic areas called Spaceport Territories (s.331.305, Florida Statutes). Those Spaceport Territories are defined in s.331.304, Florida Statutes, and are illustrated in **Figure 2.2** on the following page. Since the ultimate method by which the Spaceport Grant Program is executed is through Joint Participation Agreements between the Department and Space Florida (s.331.360, Florida Statutes, as further described in Section 3), the ability of the Department to fund spaceport projects is also limited to Spaceport Territories.

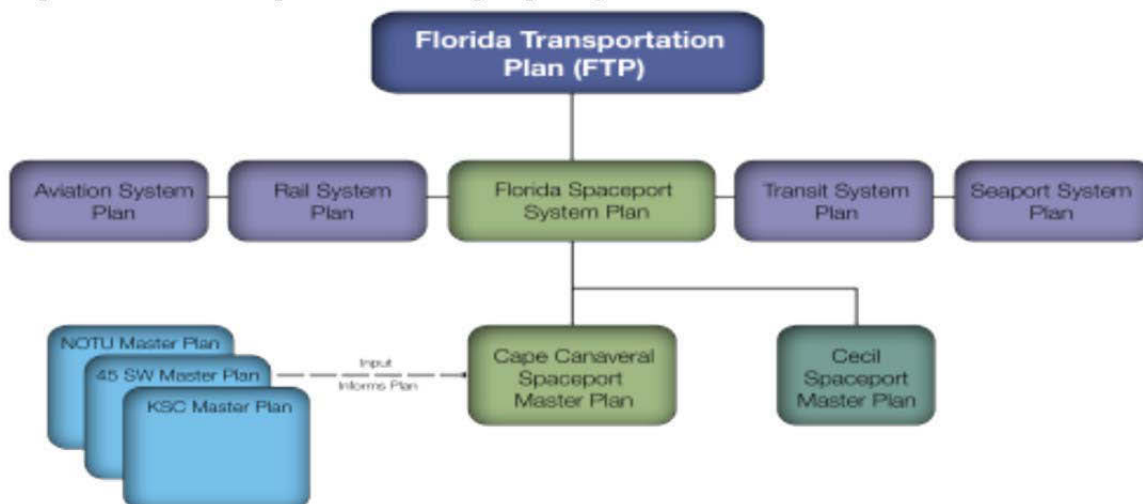
Figure 2.2 Spaceport Territories as defined in Florida Statutes



Spaceport Master Plan

Space Florida is required under state statutes to “develop a spaceport master plan for the expansion and modernization of space transportation facilities within spaceport territories” s.331.360(3), Florida Statutes. The Florida Spaceport System Plan functions in this role, incorporating by reference the various individual spaceport master plans across the state, including the Cape Canaveral Spaceport Complex Master Plan (**Figure 2.3**). Within this System Plan, Space Florida maintains a list of recommended capital projects eligible to be funded through the Department. Each year, the project list is updated based on new applicants for grant funding and the projects left un-funded from the previous year. After the updated list is drafted, Space Florida’s Board of Directors votes to approve the list of recommended projects for inclusion in the System Plan.

Figure 2.3 Relationship to the Florida Spaceport System Plan



Project Submittals, Scoring and Prioritization

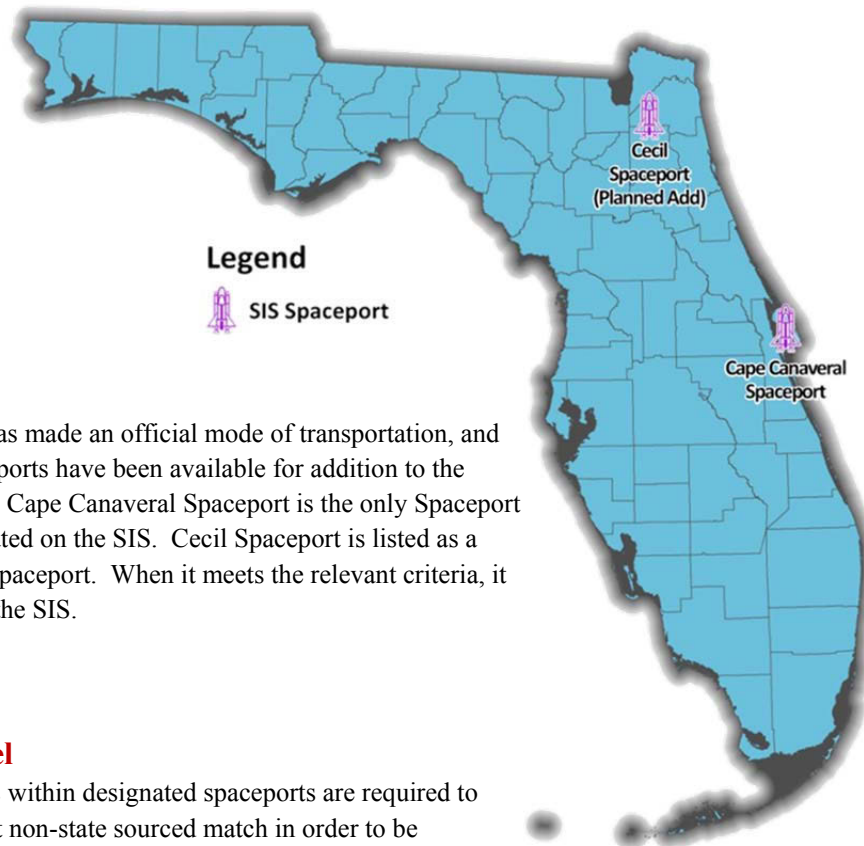
Once a year, Space Florida issues a Call for Projects, allowing potential spaceport projects to compete for Spaceport Grant funds (and any other funding sources available). Submitted applications include a variety of information which is used by Space Florida to determine if projects qualify for various funding programs, score the projects according to various metrics, and prioritize them for available funding. Data used in these processes include project narrative, business case, economic benefits, state benefits, project cost and level of funding requested, project schedule, launch schedule, and other economic development related data. This process allows Space Florida to maximize the effectiveness and potential return on the use of these funds. More information on the overall grant process is provided in Section 3. An example grant application is provided in Appendix A which shows the range of information required from the applicant.

2.2. The Strategic Intermodal System

Purpose and Background

Florida's Strategic Intermodal System (SIS) comprises Florida's statewide network of high priority transportation facilities, including the state's largest and most significant airports, spaceports, deepwater seaports, freight rail terminals, interregional rail and bus terminals, rail corridors, urban fixed guideway transit corridors, waterways, and highways. SIS facilities are the primary means for moving people and freight between Florida's diverse regions, as well as between Florida and other states and nations. The SIS is Florida's highest statewide priority for transportation capacity improvements.

Figure 2.1 SIS Spaceport Hubs



In 1999, space was made an official mode of transportation, and since 2005 spaceports have been available for addition to the SIS. To date, the Cape Canaveral Spaceport is the only Spaceport officially designated on the SIS. Cecil Spaceport is listed as a "Planned Add" Spaceport. When it meets the relevant criteria, it will be added to the SIS.

Funding Level

Potential projects within designated spaceports are required to have a 50 percent non-state sourced match in order to be eligible for SIS funding.

Projects Eligible for Funding

The process for spaceport capacity projects to receive SIS funding is coordinated between the Systems Planning Office (SPO) and the Aviation and Spaceports Office. Projects listed in the Spaceport System Plan and individual spaceport master plans are reviewed by the Aviation and Spaceport Office and the SPO to determine if a project is eligible for SIS state managed funding.

Not all spaceport projects are eligible for funding under the SIS. Only projects within designated Spaceports may be eligible. In addition, only spaceport projects that directly contribute to the state's launch capacity (capacity enhancement) or transportation projects that link spaceports with other SIS facilities are eligible for SIS funding.

Table 2.4 below describes project eligibility in more detail. If a project is determined to be eligible for SIS funding, the Aviation and Spaceports Office and SPO will work to have the project included in the state managed SIS funding prioritization process.

Table 2.4: Spaceport Projects Eligible for SIS Funding

SIS Project Categories	Projects Eligible for Funding	Projects Not Eligible for Funding
Capacity Projects -Ground Operations	On spaceport roadway, railway, and multi-modal facilities that link passenger and cargo terminals with a SIS connector or hub.	Other spaceport roadways; visitor tourist complex or facilities; commercial property development; parking facilities; internal circulation facilities; maintenance facilities; rental car facilities; non-FDOT land purchase.
Capacity Projects -Space Connections -Vertical Launch Facilities -Horizontal Launch Facilities	Launch support facilities that enable the primary flow of passengers and cargo to space corridors. (e.g. facilities located at launch sites or launch ranges needed to support launch activities.) Launch support infrastructure at horizontal facilities also includes aprons, taxiways, runways, and drainage and approach lighting related to new or extended runways.	Industrial plants, industrial parks, research parks, and distribution, warehousing or wholesaling facilities. Other on-spaceport roadways; parking facilities; equipment used for launch operations.

Source: Funding Eligibility Matrix, Capacity Projects on Strategic Intermodal System (SIS) Facilities 2012

Project Prioritization

The SIS Strategic Plan contains goals and factors by which eligible projects are evaluated and prioritized for SIS funding. These prioritization goals are shown in **Table 2.5** for reference. The SPO will coordinate closely with the Aviation and Spaceports Office and Space Florida to accurately assess projects against these factors. If a project is deemed eligible for SIS funding it may be included in either the Five Year Work Program, 2nd Five-Year Plan, Cost Feasible Plan, or Multimodal Unfunded Needs Plan depending on its score and available SIS funds.

Table 2.5: SIS Prioritization Goals

Prioritization Goal Area
Safety and Security A safer and more secure transportation system for residents, businesses and visitors.
Preservation and Maintenance Effective preservation and management of Florida's transportation facilities and services
Mobility Increased mobility for people and for freight and efficient operations of Florida's transportation system
Economic Competitiveness Enhanced economic competitiveness and economic diversification
Quality of Life and Environmental Stewardship Enriched quality of life and responsibility environmental stewardship

Source: SPO Strategic Investment Tool (SIT)

New SIS Spaceports

All candidates for new SIS designations must meet certain criteria that have been adopted by the Department for each particular mode. Spaceports have been assigned a single, but crucial criterion for inclusion in the SIS: Regularly scheduled civil, commercial, or military launches resulting in suborbital or orbital flights. Both manned and un-manned flights qualify under these criteria. Facilities that do not launch payloads on an annual basis will not qualify for a new spaceport designation.

2.3. FDOT's Five Year Work Program

As **Table 2.6** shows, \$20 million a year through 2018 has been identified in the current Five Year Work Program for spaceport capital projects, however, this is not a guarantee of future funding. The Work Program is updated annually to account for changes in Department revenue, state-wide transportation funding priorities, legislative approval, and many other factors; therefore the actual funding level is subject to change. It does show that Florida has an ongoing policy to invest in the state's growing spaceport transportation system.

Table 2.6. Five Year Work Program for Spaceport Capital Projects

2014	2015	2016	2017	2018	5-Year Total
\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$100,000,000

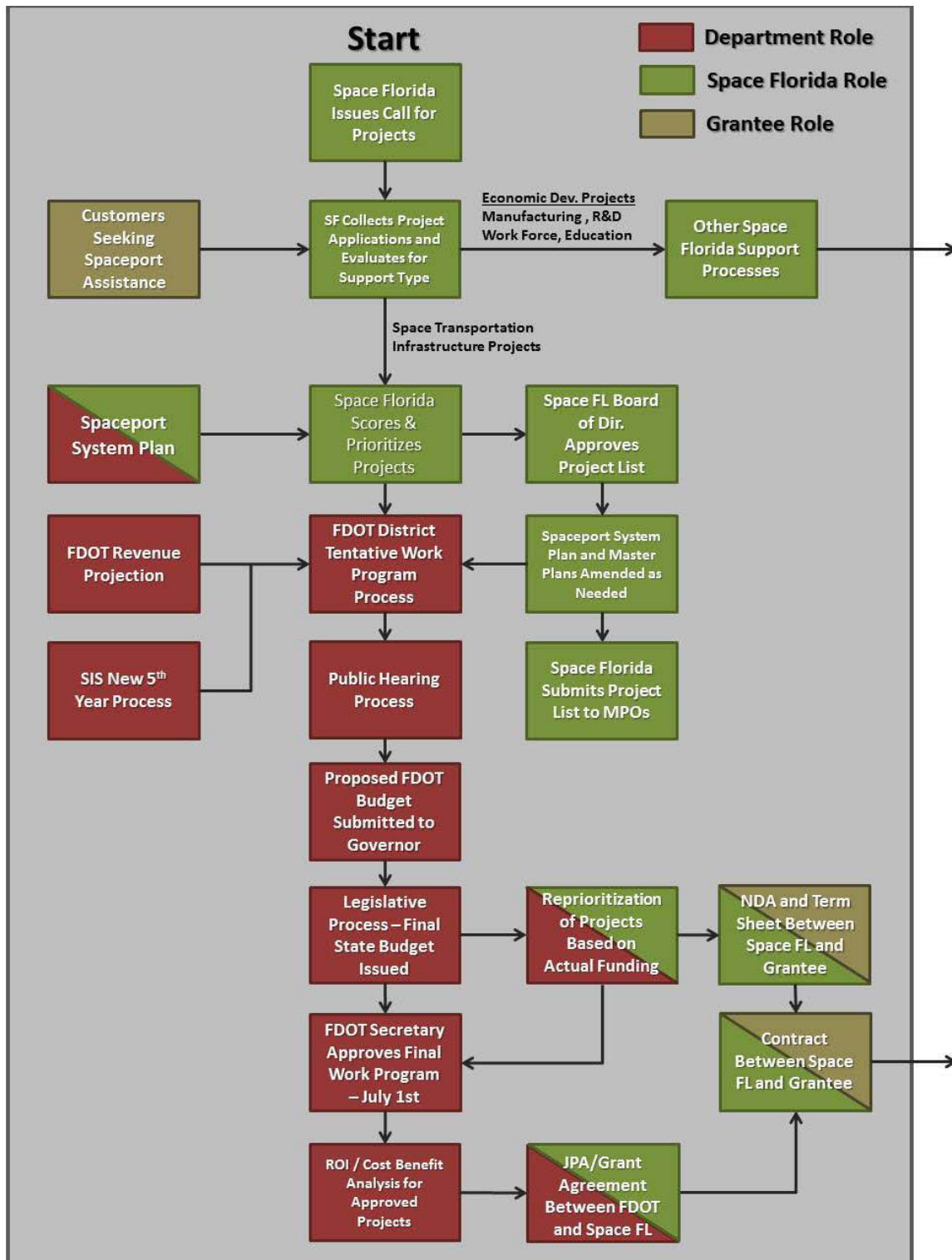
Source: Florida's Adopted Five Year Work Program, as of July 1, 2013

3. Detailed Grant Process

3.1. Spaceport Grant Process

All spaceport grants, whether sourced from the Annual Allocation or the SIS, follow essentially the same processes shown in **Figure 3.1** below and explained in the text that follows.

Figure 3.1 Spaceport Grant Process Diagram



Call for Projects

Space Florida's call for projects begins every year in early spring, with entries due by early April (example application shown in Appendix A). Initially, each application is evaluated by Space Florida to separate space transportation infrastructure projects from funding requests that are not transportation in nature – such as manufacturing, research, work force development, and education. Department funding can only be used for transportation projects, which then move into the scoring and prioritization processes discussed in Section 2.

Tentative and Adopted Work Programs

Following scoring and prioritization by Space Florida and the Aviation and Spaceports Office, the approved project list is submitted to the appropriate FDOT District to be included in the District's Tentative Work Program. Prior to submittal of the Tentative Work Program to the FDOT Central Office, the plan is subject to a public hearing and a hearing before the MPO within the District. The combined Tentative Work Programs of all the Districts and Central Office must be submitted to the Governor before the end of the second week of the state legislative session.

During the course of the legislative session the Department's budget will be finalized as part of the overall state budget. Once the budget is voted on and approved by the Florida Legislature, the list of spaceport project priorities may need adjusting to account for changes in the anticipated funding amounts for the grant programs. The new state budget will take effect on July 1st (first day of the fiscal year). On that day, the FDOT Secretary adopts the Work Program and funds become available for use on spaceport transportation infrastructure projects. Note that the time between the initial call for projects and the availability of funds for those projects is approximately a year and a half. Most of this time is for project reviews by Space Florida, the MPOs, FDOT, the Governor's Office, as well as the legislative appropriation process and final adoption by FDOT.

Return on Investment Analyses

The Department has been placing a greater emphasis on understanding the return on investment (ROI) that the state will recoup from the various transportation projects funded by state programs. The Department requires that an economic/financial analysis be performed on a project before entering the Joint Participation Agreement process. Spaceport project grants are included in this requirement. In most cases the information the Department needs to conduct this analysis is already provided by the grantee when the initial application was made at the Space Florida call for projects.

Joint Participation Agreements and Grantee Contracts

The contract vehicle by which money is allocated from the Department to a spaceport project is a Joint Participation Agreement (JPA) (s.331.360, Florida Statutes). By law, this agreement takes place between the Department and Space Florida and includes components vital to the success of the project, including:

- Scope of Work;
- Quantifiable Deliverables;
- Grant Assurances;
- Budget;
- Schedule;
- Invoicing Requirements;
- Method of Compensation;
- Accounting Practices;
- Records Management Requirements;
- Public Information Requirements;
- Single Audit Act Requirements; and
- Other Terms and Conditions.

All of the JPA components will be mirrored in the contract between Space Florida and the third-party grantee. This allows Space Florida to pass the reimbursements from the Department directly to the grantee.

Public Records and Proprietary Information

The State of Florida has broad public records provisions, governed by Chapter 119 of Florida Statutes. Frequently spaceport projects involve sensitive or proprietary information from third parties that could fall under public record if the subject of contracts and grant agreements. Great care should be taken from the beginning of the grant process to ensure that proprietary or sensitive information is not disclosed through channels subject to public records disclosure. All recipients of spaceport grants must sign the FDOT Public Records Form (attached as Appendix B) and abide by all related terms in the grant contract.

3.2. Invoicing, Reimbursement, and Grant Verification

To ensure Spaceport Grants are properly utilized only for spaceport capital projects, grant funds are distributed on an invoice-reimbursement basis. Under this system the grantee incurs the cost and is then reimbursed by the Department, through Space Florida, for the expenditures; therefore it is in the best interest of the Department, Space Florida, and the third-party grantee that the invoice/reimbursement process function smoothly and in a timely manner. Figure 3.2 on the following page and the descriptions below are provided to explain the process.

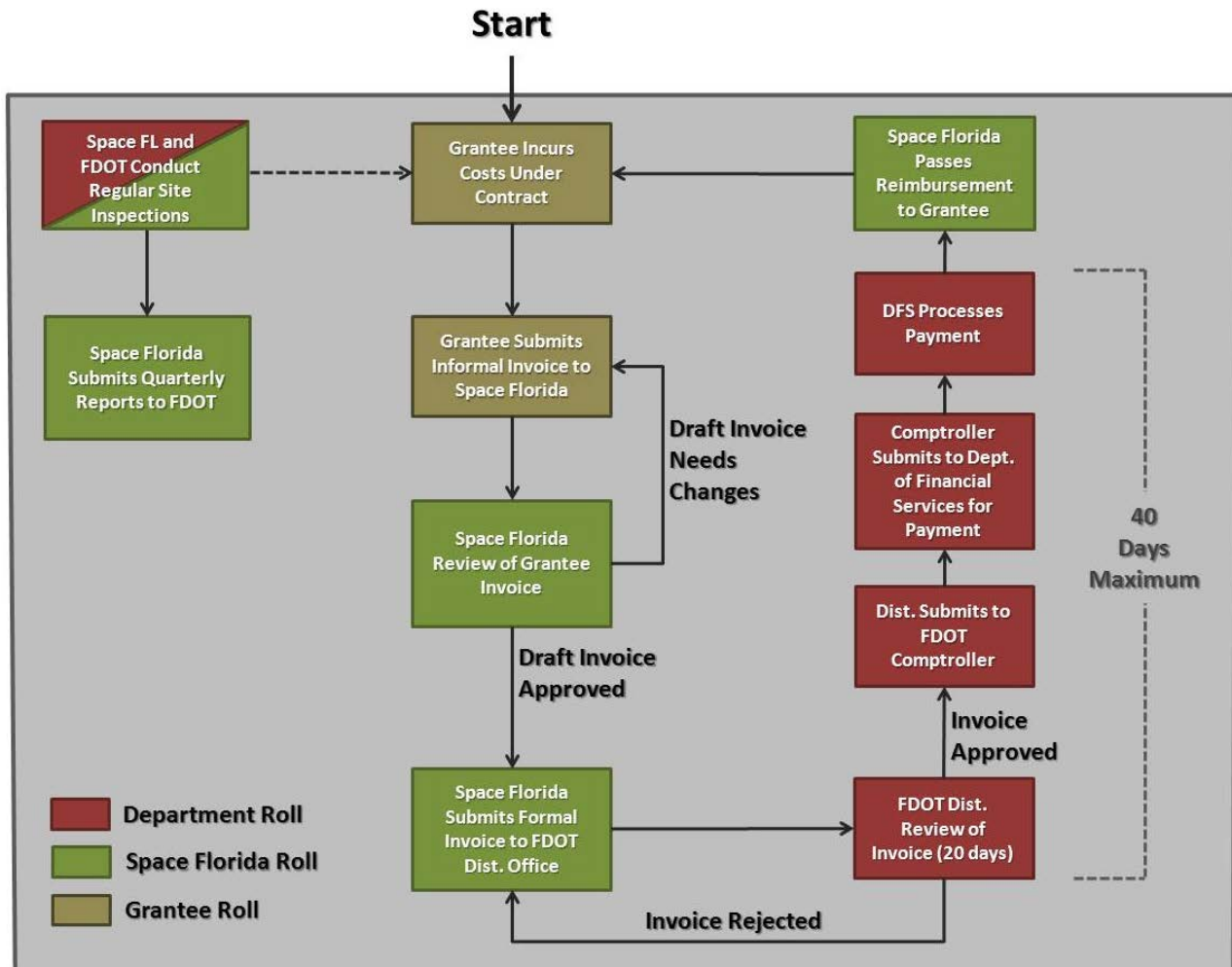
Process Description

The process begins when the third-party grantee incurs cost associated with the spaceport project, as per the conditions of the grant. The grantee then submits draft invoices to Space Florida for an informal review to identify potential issues before it is submitted to the District. If Space Florida does not identify any changes to the draft invoice, they will submit the finalized invoice to the project manager at the FDOT District Office. The District Office will review the invoice for:

- Completeness;
- Accuracy;
- Compliance with the grant contract conditions;
- Progress;
- Deliverables;
- Consistency with field reviews; and
- Eligibility of expense line items.

Per standard language in the JPAs, FDOT staff has 20 days to either approve or reject the invoice. Approved invoices must be paid by the Department within 40 days of submittal to the District. The Department makes its payment to Space Florida, who in turn, passes the payment directly to the grantee.

Figure 3.2 Invoicing and Reimbursement Process Diagram



There are two important points to reinforce regarding the reimbursement process:

1. Only eligible expenses are subject to reimbursement. Invoices containing ineligible expenses will be rejected. Examples of typically eligible and ineligible expenses are provided in Table 3.1, but the eligibility of any specific cost is ultimately dictated by state statutes, the terms of the contract under which the cost is incurred, and Department policy.
2. Only eligible expenses incurred during the period of the contract may be reimbursed. Invoices containing costs incurred before the execution of the contract or after the expiration of the contract will be rejected.

Table 3.1: Typically Eligible and Ineligible Expenses

Typically Eligible Expenses	Typically Ineligible
Design/Studies	Maintenance Costs
Demolition/Site Work	Operational Costs
Direct Construction Costs <ul style="list-style-type: none">• Construction Labor• Construction Materials• Construction Equipment Rental	Food, Travel, and Lodging are usually ineligible, but are highly dependent on the contract conditions.
Capital Equipment Purchases <ul style="list-style-type: none">• Will transfer with delivery of the project.• Are agreed to in advance by the Department and Space Florida	Non-Capital Equipment Purchases <ul style="list-style-type: none">• Will not transfer with delivery of the project.<ul style="list-style-type: none">○ Tools○ Clothing
Permits	

To ensure timely reimbursement of expenses, questions should be addressed with the District-level project manager before the invoice is submitted.

3.3. Field Verification

The Department and Space Florida make every effort to ensure that projects are delivered in accordance with the grant conditions. Representatives of Space Florida and FDOT District staff may attend pre-construction and project status meetings with the grantee and contractor team. Regular field visits/inspections of the project site are also conducted by staff or their representative to verify:

- The conditions of the grant are being met;
- Progress is being reported accurately; and
- The work being performed is to the expected level of quality.

To help ensure a safe, productive, and timely field visit, these reviews are co-ordinated ahead of time with the grantee and their contractor team.

4. Statewide Contacts

For more information, please contact the FDOT Aviation and Spaceports office, the FDOT District office for your county, or Space Florida.

FDOT Central Office

Aviation and Spaceport Office

Tom Duncan - (850) 414-4513

Aaron Smith – (850)414-4514

Space Florida

Mark Bontrager - (321) 730-5301 ext. 235

District 1

Grants: Kristi Smith - (863) 519-2265

Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota

District 3

Grants: Scott Walters - (850) 330-1553

Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

District 5

Grants: Jim Wikstrom - (407) 482-7874

Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, Volusia

District 7

Grants: Raymond Clark - (813) 975-6235

Citrus, Hernando, Hillsborough, Pasco, Pinellas

District 2

Grants: Gene Lamm - (904)360-5667

Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

District 4

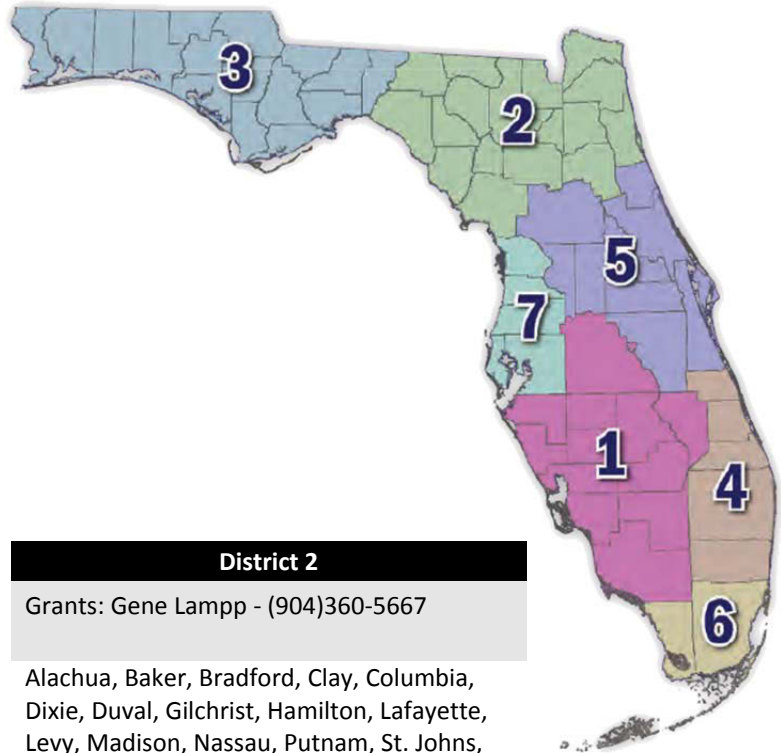
Grants: Laurie McDermott - (954) 777-4497

Broward, Indian River, Martin, Palm Beach, St. Lucie

District 6

Grants: Luis Macias - (305) 470-5441

Dade and Monroe



Appendix A. Sample Call For Projects Application



Space Florida
Space Transportation Infrastructure Matching Fund Application, FY2016 – FY2020

INTRODUCTION

This application solicits proposals to continue the development of space transportation infrastructure that supports Space Florida's legislative intent and Florida spaceport territory master plans. Space Florida is designated in section 331.3011(3), Florida Statutes, to be the "single point of contact for state aerospace-related activities with federal agencies, the military, state agencies, businesses, and the private sector."

Space Florida will use the qualifying applications to develop a proposed list of spaceport discretionary capacity improvement projects for submission to the Florida Department of Transportation (FDOT). Prioritized spaceport projects may be included in the FDOT five-year work program of transportation improvement projects. This application is mandatory before Space Florida can prioritize candidate projects for available State and/or Federal funding. Matching funds may be used for preliminary design, environmental study, design, engineering, and/or construction of spaceport facilities infrastructure recommended by master plans in Florida spaceport territories. The latest master planning documents and master plan updates can be found at:

- [Florida Spaceport Systems Plan 2013](http://www.spaceflorida.gov) – available at www.spaceflorida.gov
- [Cape Canaveral Spaceport Complex Master Plan 2013](http://www.spaceflorida.gov) available at www.spaceflorida.gov
- [Cecil Spaceport Master Plan 2012](http://www.flyjacksonville.com) – available at www.flyjacksonville.com

The Space Florida Space Transportation Infrastructure Matching Fund Application requirements must be complete, with clear documentation of matching funds for candidate projects, to be considered for prioritization and potential inclusion in the FDOT work program for FY 2016 – FY 2020 or for future funding. Applications will be accepted at any time on a continuous basis throughout the year. However, to be included in the next FDOT work program, applications are;

DUE TO SPACE FLORIDA BY TUESDAY, APRIL 1, 2014, 3:00 PM

SUBMIT ELECTRONICALLY (MICROSOFT WORD AND ADOBE PDF FORMATS) TO:

lpietsch@spaceflorida.gov

Linsley Pietsch

Spaceport Operations, Space Florida
321-730-5301 ext. 245

PUBLIC RECORDS NOTICE: *Space Florida is governed by the State of Florida public records law. Applications, including contact information and any attachments and information received, might be disclosed to any person making a public records request. If you have any question about the Florida public records law refer to Chapter 119 Florida Statutes.*

Space Florida
Space Transportation Infrastructure Matching Fund Application, FY2016 – FY2020

TENTATIVE SCHEDULE FOR APPLICATION SUBMITTAL AND EVALUATION

February 28, 2014	Space Florida releases Call for Projects, FY2016 – FY2020. Previously submitted FY 2015 applications must be updated and resubmitted using the FY 2015 application in order to be considered.
March 14, 2014	Space Florida will conduct a voluntary Application Workshop / Spaceport Master Plan Update Briefing for interested applicants at 2:30 PM at the Canaveral Port Authority Maritime Center. The meeting will be open to the public.
April 1, 2014	Applications are due by 3:00 PM for FY 2016 – FY 2020.
May 2014	Recommended project priorities for FY 2016 – FY 2020 reviewed and approved by the Space Florida Board of Directors.
June 2014	Space Florida submits FY2016 – FY2020 priorities to the local transportation planning organization for consideration in the FDOT Five Year Work Program.
July 2014	Earliest availability of FY 2015 funds pending FDOT, Florida Legislature, and Governor approval of FY2015 budget (for updated applications only).
July 2015	Earliest availability of FY 2016 funds (this application) pending FDOT, Florida Legislature and Governor approval of FY 2016 budget.



Space Florida
Space Transportation Infrastructure Matching Fund Application, FY2016 – FY2020

Part 1 – GENERAL INFORMATION

Application Status: ☐ Application Update ☐ New Application

1.1 APPLICANT ORGANIZATION: _____

Name and contact information for person to be contacted on matters involving this submission:

Contact Person Name:	_____	Title:	_____
Organization:	_____	Email:	_____
Address:	_____	City/State/Zip:	_____
Phone:	_____	Fax:	_____

1.2 PROJECT NAME: _____

Physically located within Spaceport territory:

- | | |
|---|---|
| <input type="checkbox"/> Cape Canaveral Spaceport | <input type="checkbox"/> Cecil Spaceport |
| <input type="checkbox"/> Cape Canaveral Air Force Station | <input type="checkbox"/> Space Coast/Titusville Spaceport |
| <input type="checkbox"/> John F. Kennedy Space | <input type="checkbox"/> Other Spaceport Territory |

1.3 PROJECT ABSTRACT: *The Project Abstract must not exceed 50 words and must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This abstract must not include any proprietary/confidential information.*

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1.4 REQUESTED FUNDING AMOUNTS, TYPES AND PHASES:

Provide an estimate of the total cost of the infrastructure project phase(s). FDOT prioritizes projects that leverage federal government, local government, private sector, or other funding sources. FDOT funds may not be used for more than 50% of the project cost.

Year	Updated FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		
Source	State FDOT Request	Applicant Match	State FDOT Request	Applicant Match	State FDOT Request	Applicant Match	State FDOT Request	Applicant Match	State FDOT Request	Applicant Match	State FDOT Request	Applicant Match	TOTAL
Type	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PD&E**													
Design**													
Construction													
Design/Build													
TOTAL													

*One potential option for applicants is Conduit Financing. Space Florida serves as a special purpose entity for companies seeking to fund projects and infrastructure improvements within Florida's spaceport territories. Space Florida uses a conduit (pass-through) financing capability to work with companies to access non-traditional funding and assist with special arrangements (i.e.: synthetic leases) that enable companies to recover financing costs associated with specific projects. Contact Space Florida to determine if this funding source is appropriate for inclusion with your application.

** Requests for PD&E and/or Design project(s) that do not apply for Construction funding may require completion of the PD&E and/or Design project(s) prior to consideration of future Construction applications.

**Space Florida
Space Transportation Infrastructure Matching Fund Application**

Part 2 – Cost-Benefit Summary

2.1 TOTAL FUNDING REQUESTED:	\$
Total capital project cost:	\$
Percentage FDOT share of cost (maximum)	%
Source of matching funds:	
First year of requested funding:	
Last year of requested funding:	

2.2 PAST INVESTMENTS:

\$	Past investments by Applicant in space transportation infrastructure (total)
\$	Past investments by Applicant in space transportation infrastructure in Florida (total)
\$	Past investments by Space Florida for space transportation infrastructure for Applicant (total)

2.3 PUBLIC BENEFIT SUMMARY:

Construction Phase Benefits:

#	Estimated number of temporary construction jobs created
\$	Estimated annualized average temporary wages (excluding benefits)
\$	Estimated total capital investment (all phases)
	Construction start date
	Construction end date

Operations Phase Benefits:

#	Estimated number of permanent jobs created
\$	Estimated annualized average permanent wages (excluding benefits)
\$	Estimated total program expenditures July 1, 2015 to June 30, 2020

Launch Readiness:

#	Estimated number of scheduled launches
	Estimated date of next launch
#	Estimated number of launch customers
	Civil
	Military
	Commercial

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Part 3 – Project Description/Narrative

3.1 NARRATIVE DESCRIPTION OF THE PROJECT (*maximum one (1) page*): Provide a narrative description of the project that includes program goals, business case, economic benefits, market expectations, and revenue projections.

3.2 PROJECT BUDGET SUMMARY (*maximum one (1) page*): Outline the project budget. Include documentation that the grant will not be for more than 50% of the total cost of the project and indicate sources of matching funds.

3.3 SCHEDULE SUMMARY (*maximum one (1) page*): Describe readiness to begin the project and include proposed dates to begin operations and/or contractually obligated dates for delivering services. Describe funding through all required project phases (PD&E, Design, Design/Build or Construction, Testing, Activation, Operations, Launch, and/or any other applicable phases.)

3.4 STATE BENEFIT (*maximum one (1) page*): Summarize how the project contributes to meeting the goals, objectives, and requirements of the spaceport territory's master plan. *See attached Handout #1 which summarizes goals and objectives from the 2013 Florida Spaceport System Plan, the 2013 Cape Canaveral Spaceport Complex Master Plan, and the 2012 Cecil Spaceport Master Plan. See attached Handout #2 which provides a summary listing of State requirements. See Handout #3 which provides definitions.*

Verify with a check mark that the following are included on separate pages:

3.1 Narrative ☐

3.2 Budget ☐

3.3 Schedule ☐

3.4 State Benefit ☐

Part 4 – Attachments

4.1 AUTHORIZATION LETTER: Include a signed letter by a senior corporate official acknowledging the legal authority to engage in the project. The letter must include commitment for at least 50% of the total cost of the project.

4.2 PROJECT APPROVALS: Future funding will require written documentation from the head of the appropriate agency, should the project use Government property (land, equipment, etc.). Please provide if available.

Verify with a check mark that the following is included in this application:

4.1 Authorization Letter ☐

4.2 Approvals ☐ yes

☐ in progress

DUE TO SPACE FLORIDA BY TUESDAY, APRIL 1, 2014, 3:00 PM

SUBMIT ELECTRONICALLY (MICROSOFT WORD AND ADOBE PDF FORMATS) TO:

lpietsch@spaceflorida.gov

Linsley Pietsch
Spaceport Operations, Space Florida
321-730-5301 ext. 245

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Handout #1 – Goals and Objectives

[Florida Spaceport System Plan 2013](http://www.spaceflorida.gov) – available at www.spaceflorida.gov

Florida Spaceport System Plan 2013 Goals:

1. Create a stronger economy where Florida's spaceports and aerospace businesses can thrive.
2. Guide public and private investment into emerging and growing aerospace enterprises and maximize the use of existing aerospace resources.
3. Enrich our quality of life while providing responsible environmental stewardship.
4. Advance a safer and secure spaceport transportation system for residents, businesses, and others.

[Cape Canaveral Spaceport Complex Master Plan 2013](http://www.spaceflorida.gov) – available at www.spaceflorida.gov

Cape Canaveral Spaceport Complex Master Plan 2013 Goals:

1. Create a Spaceport that provides a positive economic benefit to the People of Florida.
 - Objective 1.1: Advance Commercial Heavy Lift*
 - Objective 1.2: Support Commercial Crew & Cargo*
 - Objective 1.3: Attract New Emerging Space Systems*
 - Objective 1.4: Expand Horizontal Launch and Landing Capacity*
 - Objective 1.5: Expand Statewide Space Capacity*
2. Ensure responsible environmental stewardship and an efficient, safe and secure transportation system at the Spaceport.
 - Objective 2.1: Utilize the unique market position of the CCS to promote space tourism.*
 - Objective 2.2: Develop an efficient and competitive organizational structure to market the CCS.*
 - Objective 2.3: Environmental Stewardship*

[Cecil Spaceport Master Plan 2012](http://www.flyjacksonville.com) – available at www.flyjacksonville.com

Cecil Spaceport Master Plan 2012 Strategic Vision:

Maximize the potential for commercial success and community economic growth, while simultaneously minimizing infrastructure expense and safety risk. (page 1-4)

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Handout #2 – Summary of Statutory Requirements and Policies Mandates of Space Florida and the Florida Department of Transportation

Space Florida mandates

- Improve launch complexes and space transportation facilities in order to attract new space vehicle testing and launch business to the state
- Address intermodal requirements and impacts of the launch ranges, Spaceports, and other space transportation facilities
- Advance aerospace technology to meet the current and future needs of the United States commercial space transportation industry
- Assist in the development of joint-use facilities and technology that support aviation and aerospace operations, including high-altitude and suborbital flights and range technology development.
- Streamline access for commercial launch users

FDOT Space transportation mandates

- Develop and/or improve aerospace transportation facilities
- Address intermodal requirements and impacts of the launch ranges, spaceports, and other space transportation facilities
- Develop joint-use facilities and technology that support aviation and aerospace operations
- Integrate airports and spaceports in order to meet transportation-related needs
- Improve space transportation capacity and efficiency

Florida's 2060 long-range transportation vision and goals

- A statewide, multimodal system of trade gateways, logistics centers, and transportation corridors to position Florida as a global hub for commerce and investment
- An evolving air and space transportation system enabling Florida to remain a global leader for moving people and cargo between Florida and destinations in other states, nations, and orbit
- Invest in transportation systems to support a prosperous, globally competitive economy.
- Make transportation decisions to support and enhance livable communities.
- Make transportation decisions to promote responsible environmental stewardship.
- Provide a safe and secure transportation system for all users.
- Maintain and operate Florida's transportation system proactively.
- Improve mobility and connectivity for people and freight.

Strategic Intermodal System (SIS) strategic plan objectives

- Interregional Connectivity: Enhance connectivity between Florida's economic regions and between Florida and other states and nations for both people and freight.
- Efficiency: Reduce delay on and improve the reliability of travel and transport using SIS facilities.
- Choices: Expand modal alternatives to SIS highways for travel and transport between regions, states, and nations.
- Intermodal Connectivity: Provide for safe and efficient transfers for both people and freight between all transportation modes.
- Economic Competitiveness: Provide transportation systems to support statewide goals related to economic diversification and development.

- Energy, Air Quality, and Climate: Reduce growth rate in vehicle-miles traveled and associated energy consumption and emissions of air pollutants and greenhouse gases.
- Emergency Management: Help ensure Florida's transportation system can meet national defense and emergency response and evacuation needs.

National Space Policy

The United States will pursue the following goals in its national space programs:

- Energize competitive domestic industries to participate in global markets and advance the development of: satellite manufacturing; satellite-based services; space launch; terrestrial applications; and increased entrepreneurship.
- Expand international cooperation on mutually beneficial space activities to: broaden and extend the benefits of space; further the peaceful use of space; and enhance collection and partnership in sharing of space-derived information.
- Strengthen stability in space through: domestic and international measures to promote safe and responsible operations in space; improved information collection and sharing for space object collision avoidance; protection of critical space systems and supporting infrastructures, with special attention to the critical interdependence of space and information systems; and strengthening measures to mitigate orbital debris.
- Increase assurance and resilience of mission-essential functions enabled by commercial, civil, scientific, and national security spacecraft and supporting infrastructure against disruption, degradation, and destruction, whether from environmental, mechanical, electronic, or hostile causes.
- Pursue human and robotic initiatives to develop innovative technologies, foster new industries, strengthen international partnerships, inspire our Nation and the world, increase humanity's understanding of the Earth, enhance scientific discovery, and explore our solar system and the universe beyond.
- Improve space-based Earth and solar observation capabilities needed to conduct science, forecast terrestrial and near-Earth space weather, monitor climate and global change, manage natural resources, and support disaster response and recovery.

Space Florida
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Handout #3 - Definitions

Aerospace	The industry that designs and manufactures aircraft, rockets, missiles, spacecraft, satellites, space vehicles, space stations, space facilities or components thereof, and equipment, systems, facilities, simulators, programs, and related activities, including, but not limited to, the application of aerospace technologies in air-based, land-based, and sea-based platforms for commercial, civil, and defense purposes.	s. 331.303(1), F.S.
Connectivity, transportation	-The ease with which destinations may be reached because the locations are well connected and more accessible.	2060 FTP
Corridors	Highways, rail lines, waterways and other exclusive-use facilities connecting major origin/destination markets within Florida or between Florida and other states/nations. Also see "Transportations Corridor."	2010 SIS Strategic Plan
Destination	The point in a trip where travel ends.	2010 SIS Strategic Plan
FDOT	Florida Department of Transportation	2010 SIS Strategic Plan
Economic competitiveness	A state or region's ability to compete in global markets, as evidenced in the attraction of new businesses and the expansion of existing businesses.	2010 SIS Strategic Plan and 2060 FTP
Emergency management and response	Actions taken to prepare for, respond to, and recover from an incident threatening life, property, operations, or the environment (natural and manmade hazards).	2060 FTP
Environmental stewardship	A philosophical concept of government, the public, resource users, and businesses all taking responsibility and working together to care for natural resources.	2010 SIS Strategic Plan
Environmental stewardship	Protecting and responsibly managing all of our resources for present and future ecological and human uses.	2060 FTP
FDOT	Florida Department of Transportation	2010 SIS Strategic Plan
F.S.	Florida Statutes	
FTP	Florida Transportation Plan	2060 FTP
Hub	Ports and terminals moving goods or people between Florida regions or between Florida and other origin/destination markets in the U.S. and the rest of the world.	2010 SIS Strategic Plan
Hub, trade	A place where cargo is exchanged between vehicles or transport modes, as well as moves through value added activities (logistics, manufacturing, assembly).	2060 FTP
Impacts	The effects of a transportation project, including a) direct (primary) effects; b) indirect (secondary) effects; and c) cumulative effects.	2010 SIS Strategic Plan
Interregional	Relating to connection having both ends within a single region.	2010 SIS Strategic Plan
Intermodal	Denotes the seamless movement of people and cargo between transportation modes.	2010 SIS Strategic Plan and 2060 FTP
Landing area	The geographical area designated by Space Florida within the spaceport territory for or intended for the landing and surface maneuvering of any launch or other space vehicle.	s. 331.303(9), F.S.
Launch pad	Any launch pad, runway, airstrip, or similar facility used for launching space vehicles	s. 331.303(10), F.S.

Long-range goal	A long-term (20-25 years) end toward which programs and activities are ultimately directed.	2010 SIS Strategic Plan
Long-range objective	A long-term (20-25 years) general end achievable in the future and marking progress toward a goal.	2010 SIS Strategic Plan
Long-Range Transportation Plan (LRTP)	A long-range (at least 20 years) strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities. The plan is updated at least every five years, and may be amended as a result of changes in projected Federal, state and local funding, major improvement studies, congestion management system plans, interstate interchange justification studies and environmental impact studies.	2010 SIS Strategic Plan
Maintenance	Activities are undertaken to keep the state's transportation infrastructure and equipment operating as intended, to eliminate deficiencies, and to extend or achieve the expected life of facilities before reconstruction is needed. These include routine or day-to-day activities (such as pothole patching, mowing, litter removal, guardrail repair and striping, routine bus inspection and maintenance, and periodic dredging of channels) and periodic major projects (such as resurfacing roadways and runways, and rehabilitating bridges and bulkheads at seaports).	2060 FTP
Metropolitan Planning Organization (MPO)	An organization made up of local elected and appointed officials responsible for developing, in cooperation with the state, transportation plans, and programs in metropolitan areas containing 50,000 or more residents. MPOs are responsible for the development of transportation facilities functioning as an intermodal transportation system and the coordination of transportation planning and funding decisions.	2010 SIS Strategic Plan and 2060 FTP
Military Access Facility	For the purpose of the SIS designation process, these are transportation facilities linking SIS corridors to the states' strategic military installations. These are generally access facilities designated as part of the federal Strategic Highway Network and/or the Strategic Rail Corridor Network.	2010 SIS Strategic Plan
Military Installation	For the purpose of the SIS designation process, military installations refer to U.S. Department of Defense or Florida National Guard bases to which active duty soldiers, sailors or aviators are assigned.	2010 SIS Strategic Plan
Mobility	The degree to which the demand for the movement of people and goods can be satisfied. Mobility is measured in Florida by the quantity, quality, accessibility, and utilization of transportation facilities and services.	2010 SIS Strategic Plan and 2060 FTP
Mode	Any one of the following means of moving people or goods: aviation, bicycle, highway, paratransit, pedestrian, pipeline, rail (commuter, intercity passenger and freight), transit, space, and water.	2010 SIS Strategic Plan and 2060 FTP
Need	A demand for a mobility improvement identified on the basis of accepted and adopted standards and other assumptions (e.g., land use) and documented in a formal long-range or master plan.	2010 SIS Strategic Plan
Payload	Any property or cargo to be transported aboard any vehicle launched by or from the spaceport.	s. 331.303(11), F.S.
Partners, Transportation	Parties with interests in transportation facilities and services, including both transportation and transportation-related interests. Transportation partners include the general public, local governments, metropolitan planning organizations and other regional entities and organizations, public and private sector users and providers, Native American Nations, the Florida Department of Transportation, and other state and federal transportation-related agencies. Transportation-related partners include public and private organizations with an interest in land use, economic development, community livability, environmental stewardships, public health and	2010 SIS Strategic Plan

	safety, and other issues related to transportation.	
PD&E	Project development and environmental study	
Range	The geographical area designated by Space Florida or other appropriate body as the area for the launching of rockets, missiles, launch vehicles, and other vehicles designed to reach high altitude.	s. 331.303(14), F.S.
Recovery	The recovery of space vehicles and payloads which have been launched from or by a spaceport.	s. 331.303(15), F.S.
Region	An area of distinctive communities, cities, and counties where residents share a geographic identity and are socially, economically, and culturally interdependent; a capacity for planning and function; and a capacity to create competitive advantage.	2060 FTP
Security	Actions taken to protect system users and workers, critical infrastructure, cargo and other assets, and communities from terrorism and crime related to the transportation system.	2060 FTP
Spaceport	Any area of land or water, or any manmade object or facility located therein, developed by Space Florida under this act, which area is intended for public use or for the launching, takeoff, and landing of spacecraft and aircraft, and includes any appurtenant areas which are used or intended for public use, for spaceport buildings, or for other spaceport facilities, spaceport projects, or rights-of-way.	s. 331.303 (16), F.S.
Spaceport launch facilities	Industrial facilities as described in s. 380.0651(3)(c), F.S. and include any launch pad, launch control center, and fixed launch-support equipment.	s. 331.303 (17), F.S.
Spaceport territory	The geographical area designated in s. 331.304, F.S., and as amended or changed in accordance with s. 331.329, F.S.	s. 331.303 (18), F.S.
	Spaceport territory.—The following property shall constitute spaceport territory: (1) Certain real property located in Brevard County that is included within the 1998 boundaries of Patrick Air Force Base, Cape Canaveral Air Force Station, or John F. Kennedy Space Center. The territory consisting of areas within the John F. Kennedy Space Center and the Cape Canaveral Air Force Station may be referred to as the "Cape Canaveral Spaceport." (2) Certain real property located in Santa Rosa, Okaloosa, Gulf, and Walton Counties which is included within the 1997 boundaries of Eglin Air Force Base. (3) Certain real property located in Duval County which is included within the boundaries of Cecil Airport and Cecil Commerce Center. (4) Real property within the state which is a spaceport licensed by the Federal Aviation Administration, as designated by the board of directors of Space Florida. (5) Certain real property located in Brevard County which is included within the boundaries of Space Coast Regional Airport, Space Coast Regional Airport Industrial Park, and Spaceport Commerce Park.	s. 331.304, F.S.
	Space Florida shall designate new launch pads outside the present designated spaceport territories by statutory amendment of s. 331.304.	s. 331.329(4), F.S.
Spaceport user	Any person who uses the facilities or services of any spaceport; and, for the purposes of any exemptions or rights granted under this act, the spaceport user shall be deemed a spaceport user only during the time period in which the person has in effect a contract, memorandum of understanding, or agreement with the spaceport, and such rights and exemptions shall be granted with respect to transactions relating only to spaceport projects. ("Person" means any individual, child, community college, college, university, firm, association, joint venture, partnership, estate, trust, business trust,	s. 331.303 (12)(19), F.S.

	syndicate, fiduciary, corporation, nation, government (federal, state, or local), agency (government or other), subdivision of the state, municipality, county, business entity, or any other group or combination.)	
Spaceport discretionary capacity improvement	Capacity improvements that enhance space transportation capacity at spaceports that have had one or more orbital or suborbital flights during the previous calendar year or have an agreement in writing for installation of one or more regularly scheduled orbital or suborbital flights upon the commitment of funds for stipulated spaceport capital improvements.	s. 331.303 (21), F.S.
Strategic	Highly important to or an integral part of a long term plan of action.	2010 SIS Strategic Plan
Strategic Intermodal System (SIS)	A transportation system comprised of facilities and services of statewide and interregional significance, including appropriate components of all modes.	2010 SIS Strategic Plan
System	Individual facilities, services, forms of transportation (modes) and connectors combined into a single, integrated transportation network.	2010 SIS Strategic Plan
Transportation corridor	Any land area designated by the state, a county, or a municipality which is between two geographic points and which is used or is suitable for the movement of people and goods by one or more modes of transportation, including areas necessary for management of access and securing applicable approvals and permits. Transportation corridors shall contain, but are not limited to, the following: a) existing publicly owned rights-of-way; b) all property or property interests necessary for future transportation facilities, including rights of access, air, view and light, whether public or private, for the purpose of securing and utilizing future transportation right-of-way, including but not limited to, any lands reasonably necessary now or in the future for securing applicable approvals and permits, borrow pits, drainage ditches, water retention areas, rest areas, replacement access for landowners whose access could be impaired due to the construction of a future facility, and replacement right-of-way for relocation of rail and utility facilities.	2010 SIS Strategic Plan
Transportation corridor	Any land area designated by the state, a county, or a municipality which is between two geographic points and which is used or is suitable for the movement of people and goods by one or more modes of transportation (aviation, bicycle, highway, paratransit, pedestrian, pipeline, rail [commuter, intercity passenger, and freight], transit, space, and water), including areas necessary for management of access and securing applicable approvals and permits.	2060 FTP
Transportation infrastructure	Capital assets that convey or move people, freight, or vehicles (included but not limited to roads, highways, railways, waterways, seaports, airports, spaceports, transit systems, bicycle paths, pedestrian walkways, and ferries).	2060 FTP
Transportation system	Individual facilities, services, forms of transportation (modes), and connectors combined into a single, integrated transportation network.	2060 FTP
Transportation vehicle	Any means in or by which someone travels or something is carried or conveyed; a means of conveyance or transport.	2060 FTP
Vision	A long term, shared framework for decision making to achieve a desired future for a state, region, community, or other geographic area.	2060 FTP
Work Program	The five-year listing of all transportation projects planned for each fiscal year by the FDOT, as adjusted for the legislatively approved budget for the first year of the program.	2010 SIS Strategic Plan

Appendix B. FDOT Public Records Form



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC RECORDS FORM

375-030-61
PROCUREMENT
OGC – 06/13

Contract No: _____

Financial Project No(s): _____

Project Description: _____

Vendor/Consultant acknowledges and agrees to the following:

The Vendor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Vendor in conjunction with this Agreement. Specifically, if the Vendor is acting on behalf of a public agency the Vendor shall:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services being performed by the Vendor.
- (2) Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (4) Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the Vendor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Department in a format that is compatible with the information technology systems of the Department.

Failure by the Vendor to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department. The Vendor shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of the Vendor and shall promptly provide the Department a copy of the Vendor's response to each such request.

Authorized Signature: _____ Date: _____

Print: _____ Title: _____

Company/Firm: _____

