

Okaloosa County
Green Learning Center - Phase I
Institutionalizing Green Building For Future Generations: Build and Learn the Green Way
FY 08/09 Innovative Recycling Grant Scope of Services

County Project Manager

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Authorized Representative (Signature on Grant)

Name:
Title:
Phone:

FEID Number: 59-6000765

Task	Activities	Deliverables	Cost	In-Kind	Grant	1Q	2Q	3Q	4Q	5Q	6Q
1 Develop and convene a project team	Identify team members from Construction Technologies Institute (CTI), County, and Consultant and secure participation, discuss project objectives, and solicit member input.	Prepare team list and convene meetings/conference calls.	\$15,865	\$5,865	\$10,000						
2 Obtain Building Green Suite and USGBC Membership, and Green Spec Building Directory, Green Building Educational Resources and Training Supplies	Order Green Building Materials and Resources/Recycled-Content Materials and Resources Directory, LEED Reference Guides for CTI Teachers/Students/Staff and County staff. Become Members of Building Green Suite and USGBC to gain educational resource access and member discounts.	Obtain and utilize memberships, Green Spec directories, LEED reference manuals and brochures, and other support materials.	\$5,000	\$0	\$5,000	X					
3 Hold USGBC LEED Green Building Training Program for CTI Staff/Students and Okaloosa Staff	Hold LEED sanctioned training course with certified LEED trainers.	LEED accredited training workshop for up to 20-30 CTI staff/teachers/students/county staff with USGBC certified trainers.	\$12,365	\$5,865	\$6,500	X	X				
4 LEED Accreditation Exam for 15 CTI staff/students and County Staff Members	Take LEED NC exam at Prometric/Slyvan Learning Center in Tallahassee (closest location to Okaloosa County).	Testing at Prometric/Sylvan Learning Center for up to 15 CTI teachers/students and County staff.	\$10,365	\$5,865	\$4,500			X			
5 Perform Curriculum Research and Make Program Recommendations	Gather curriculum information; gather existing LEED curriculum information from outside FL; and prepare results report that ID's curriculum protocol.	Research with USGBC and the National Center for Construction and Education Research the protocol and steps necessary to develop LEED curriculum. Prepare letter report with recommendations.	\$16,146	\$7,365	\$8,781	X	X	X	X	X	X
6 Project Team Travel, Training Travel, Accreditation Testing Travel, and Venue Rental	Travel costs associated with training, accreditation/testing, conferences (e.g. Greenbuild, RFT/SWANA).	Documentation and billing for travel expenses for appropriate project team members.	\$7,000	\$0	\$7,000	X	X	X			
7 Project Management and Administration	Coordinate and oversee all project tasks and ensure compliance with DEP agreement. Identify expenditure items and costs.	Maintain project goals and objectives, project momentum, and project team participation	\$15,865	\$5,865	\$10,000	X	X	X	X	X	X
8 Quarterly and final reports	Prepare and deliver quarterly and final reports as specified in the terms of the contract.	Quarterly Reports One Final Report	\$17,565	\$6,565	\$11,000	X	X	X	X	X	X

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Task	Activities	Deliverables	Cost	In-Kind	Grant	1Q	2Q	3Q	4Q	5Q	6Q
Totals			\$100,171	\$37,390	\$62,781						