

FLORIDA RESILIENT COASTLINES PROGRAM (FRCP)

RESILIENCE PLANNING GRANTS (RPG) 2018-2019

Application Information

1. Eligible applicants for the Resilience Planning Grants (RPG) are local governments of the 35 coastal counties and all municipalities within their boundaries required to include a coastal element in the local comprehensive plan. Florida regional planning councils, national estuary programs, colleges, community colleges, and state universities may also apply, as long as an eligible local government agrees to participate as a partner. Non-profit groups are not eligible.
2. Attachment 1 provides the priority areas for projects. Please read Attachment 1 thoroughly before filling out the application.
3. One application per applicant may be submitted per state fiscal year cycle (i.e., one application per county, city, or other eligible applicant.)
4. Applicants may request between \$20,000 and \$75,000 in funding.
5. Funding for this project may not be utilized towards any matching fund requirements on any other State or Federally funded agreement.
6. Funding is available only for project work initiated and completed during the state fiscal year ending on June 30, 2019.
7. The funding for selected projects will be in the form of a reimbursable agreement between the FRCP Grants Manager and the selected applicants, for the performance of the work completed. This grant does **not** allow for reimbursement for any travel, construction, supplies, equipment, or land acquisition purchases.
8. All applications must be submitted on the RPG Application Form electronically via email, **both** as Word (.doc or .docx) and Portable Document Format (.pdf) files.
9. Selection of applications will be conducted through a panel of judges and recommended based on the total score outcomes. See Attachment 2.
10. Notices of awards will be emailed to the persons listed as Grantee, Project/Grant Manager, and Fiscal Agent on the grant application title page.

Submittal Requirements

1. **Deadline for Application submittal is September 7, 2018 by 4:00 p.m.** Applications received after the deadline will not be considered or evaluated.
2. All applications must be submitted on the RPG Application Form electronically via email, **both** as Word (.doc or .docx) and Portable Document Format (.pdf) files.
3. Please send the completed electronic application to:

Angel Baratta
Email: Angel.Baratta@FloridaDEP.gov
Phone: (850) 245-2849
4. Include the Subject Heading: "FY 2018-19 RPG Grant Application"
5. Large files can be emailed separately if needed. Include "Part (*the number(s) of the emails you are sending in addition to the original email*)" in the header. (e.g. "FY 2018-19 RPG Grant Application Part 2 of 3")
6. All agreements will be submitted electronically for signature and receipt.
7. An email acknowledgment of receipt will be sent to you. If you haven't received an acknowledgment within three business days of submission, please contact the person listed above.
8. Attachments to the application, such as maps, letters, and other information, can be in a Word (.doc or .docx) and/or portable document format (.pdf).

Tentative Timeline (anticipated dates; subject to change)

| | |
|---------------------------|--|
| Monday, July 30, 2018 | Announcement of RPG Posted |
| Friday, August 10, 2018 | Questions with subject line of "RPG Questions" to be emailed to Angel.Baratta@FloridaDEP.gov by 4:00 PM ET |
| Friday, August 24, 2018 | Answers to questions to be posted at https://floridadep.gov/resilience by 4:00 PM ET |
| Friday, September 7, 2018 | Applications due to FRCP by 4:00 PM ET |
| Mid October 2018 | Notices via email to all applicants on award status |
| Early December 2018 | Contracts to be sent out to selected grantees. |

Application Instructions

PROJECT TITLE:

Provide a short, simple title to reference your project.

GRANTEE/PROJECT MANAGER/FISCAL AGENT:

Provide current contact information for each. Some information may be duplicative. FRCP will include all contacts on all communications.

PROJECT LOCATION:

This should be a simple statement of the location of your project. It should always include city and county. It may include lat/long. However, because that level of detail becomes part of the contract, you should verify your lat/long using GIS or Google. Include a map if possible.

WORK PLAN

(If including any letters of support or other materials, they should address the Work Plan components below.)

1. Project Abstract:

This should be a brief synopsis of the project plan, limited to less than 250 words.

2. Project Description:

This should be a concise summary of the work being done. It may explain why the work is needed or what the end goal of the work is. It should NOT restate the tasks or deliverables and should not give specifications or similar detailed descriptions. In most instances, this should be limited to less than 1 page of information.

3. Project Need and Benefit:

Elaborate on specific elements of the project.

4. Project Timeline:

This is where each task is listed with its corresponding deliverables, showing task start date, task end date, and due date for submission of deliverables. Please note that the date fields should be in MM/DD/YYYY format. Add this information in both table and list forms as shown on the application. For the list, complete and repeat the items below for each task, adjusting the task numbering as you go.

Task 1

Task Title: *This is where a title is given to each task, and is included in the chart for the project timeline.*

Description: *This is where the specific activities to be performed are described in detail. “Who, what, where, when, how, and how many” should be addressed. There must be enough detail to be able to review your deliverable and to ensure that we have the exact same expectation. Make sure the task description is clear about what activities/deliverables*

are to be contracted out. If utilizing Sub-contractors, a copy of those executed agreements, with the Grantee are required to be submitted to the Department.

Deliverable: *A deliverable usually signals the end of a task or accomplishment of a milestone. A deliverable is what the department receives as proof that the task has been completed. It should be quantifiable, measurable and verifiable. It should also be directly related to the task description above. The deliverable section of your work plan should not be used to explain the task being assigned.*

There may be multiple deliverables for one task. You may request reimbursement upon completion of each task in the project, confirming all deliverables for that task have been completed.

NOTE: *The Department will review all deliverable(s) per task, to ensure they meets the specifications provided in the Task Descriptions.*

5. Budget Summary:

The purpose of this summary is to list all your costs for your entire contract. This will assist you in keeping track of the total value of your agreement if any change orders or amendments are needed. It also gives you easy reviewing of the overall costs of your project.

6. Salaries Detail:

Complete only if salaries are part of the budget. All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task. (Add additional rows as needed.)

| Task Number | Position Title | Total Hours per Task | Maximum salary per hour (shall be based on actual salary) | Fringe (either % or fringe per hour) |
|--------------------|---|-----------------------------|--|---|
| <i>e.g., 1</i> | <i>e.g., Environmental Supervisor I If Position is OPS, note that it is OPS</i> | <i>50</i> | <i>e.g., \$24.92</i> | <i>e.g., 19% or \$4.73</i> |
| <i>e.g., 2</i> | <i>e.g., Administrative Assistant II</i> | <i>35</i> | <i>e.g., \$13.87</i> | <i>e.g., 32% or \$4.43</i> |

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GRANT APPLICATION

Project Title: _____

Grantee

Organization Name: _____

Chief Elected Official or Agency Head: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

Area Code and Telephone Number: _____

E-mail Address: _____

Project/Grant Manager:

Organization Name: _____

Chief Elected Official or Agency Head: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

Area Code and Telephone Number: _____

E-mail Address: _____

Fiscal Agent:

Organization Name: _____

Chief Elected Official or Agency Head: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

Area Code and Telephone Number: _____

E-mail Address: _____

Remainder of this page intentionally left blank.

Mailing Address for Reimbursement (if other than the Grantee address):

FEID No.: _____

DUNS No.: _____

PROJECT LOCATION:

WORK PLAN (*Expand text areas as needed, keeping within the 10-page limit for the Work Plan*)

- 1. Project Abstract:** _____
- 2. Project Description:** _____
- 3. Project Need and Benefit:** _____
 - a. Explain the demonstrated need, which the project addresses.
 - b. Explain how the proposed project meets the purpose of one or more of the RPG four priority areas, as defined in Attachment 1.
 - c. Discuss how the project is feasible and can be completed by the Deadline of June 21, 2019.

4. Project Timeline:

This is required to show a summary of details provided for the project. The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date. (*Select example table text below and add or delete to fill in your project information.*)

PROJECT TIMELINE

| Task/ Deliverable No. | Task or Deliverable Title | Task Start Date | Task End Date | Deliverable Due Date | Task Amount |
|-----------------------------|--|--------------------|------------------|-------------------------|----------------|
| 1 | Summary Background Information – Sea Level Rise | Upon Execution | 7/30/2018 | 8/10/2018 | \$ |
| 2 | Stakeholder Engagement toward Peril of Flood Policy Creation | 8/10/2018 | 10/15/2018 | 10/25/2018 | \$ |
| 3 | Model Coastal Management Element GOPs for the county | 10/25/2018 | 12/15/2018 | 12/25/2018 | \$ |

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Task 1**Title:** _____**Description:** _____**Deliverable:** _____**5. Budget Summary:**

| | Grant |
|------------------------|-----------|
| AGREEMENT TOTAL | \$ |

TOTAL GRANT FUNDS

| Categories | Task 1 | Task 2 | TOTAL BY CATEGORY |
|--|-----------|-----------|-------------------|
| Salaries | \$ | \$ | \$ |
| Fringe | \$ | \$ | \$ |
| Contractual | \$ | \$ | \$ |
| Indirect (limited to 10% of salaries + fringe) | \$ | \$ | \$ |
| SUB-TOTAL BY TASK | \$ | \$ | \$ |

(Select example table above and add or delete to fill in your project information.)

- 6. Salaries Detail.** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number | Position Title | Total Hours per Task | Maximum salary per hour (shall be based on actual salary) | Fringe (either % or fringe per hour) |
|-------------|----------------|----------------------|---|--------------------------------------|
| | | | \$ | |
| | | | \$ | |

For further information, contact:

Florida Department of Environmental Protection (FDEP)
 Florida Resilient Coastlines Program (FRCP)
 ATTN: Angel Baratta, Grant Manager
 3900 Commonwealth Blvd.
 Douglas Bldg., MS 235
 Tallahassee, FL 32399
 (850) 245-2849
Angel.Baratta@FloridaDEP.gov

Certification Statement

“By signing this title page, the undersigned certifies that:

- a. This application is in all respects fair and submitted in good faith without collusion or fraud;
- b. If selected through this application process, the recipient will work in good faith and in partnership with the Florida Resilient Coastlines Program to manage its subcontractors in a timely and accurate manner;
- c. Any funds awarded as a result of this application process will not be used to supplant or replace any state or local funds;
- d. Any funds awarded as a result of this application process will not be used as matching funds to apply for or receive other state or federal funds;
- e. The applicant local government’s adopted comprehensive plan has been found to be in compliance with Chapter 163, Part II, F.S.;
- f. The undersigned has full authority to bind the applicant.”

Signature

Printed Name

Title

Date

If applicant is a Florida college, community college, state university, regional planning council, or national estuary program; include the signature, name, title of contact for partnering entity, the name of the eligible county or city partner, and the date.

Signature of Partner

County or City Partner Entity

Printed Name

Title

Date

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ATTACHMENT 1

FLORIDA COASTAL OFFICE **FLORIDA RESILIENT COASTLINES PROGRAM** **RESILIENCY PLANNING GRANTS 2018-2019 GOALS & PRIORITY AREAS**

The Florida Department of Environmental Protection (DEP), through the Florida Resilient Coastlines Program (FRCP) will provide financial assistance aimed at preparing coastal Florida communities for current and future effects of rising sea levels, including coastal flooding, erosion, and ecosystem changes. The purpose of the FRCP Resilience Planning Grants (RPG) 2018-2019 is to promote community resilience planning, and the development of relevant decision support tools, and/or public outreach tools, products, or programs that support community resilience planning efforts. Development of vulnerability assessments, adaptation plans, and comprehensive plan goals, objectives, and policies is also encouraged.

A. Scope of Work. FRCP is seeking technically sound proposals that improve the resilience of coastal communities by addressing at least one of the Priority Areas listed below. Proposals that do not clearly state how projects will address at least one Priority Area will not be considered.

B. Funding Available. Approximately \$500,000 is available. Funds are from the State of Florida General Fund. Proposals will be accepted for amounts between \$20,000 and \$75,000. Match is not required. Funding will be disbursed on a reimbursable basis.

C. Timeframe. Projects must be completed and approved by June 21, 2019.

D. Priority Areas.

1. Compliance with “Peril of Flood” statute (Sec. 163.3178(2)(f) F.S.) for communities with a Coastal Management Element in their Comprehensive Plan
2. Development of Adaptation Action Areas and associated Goals, Objectives, and Policies in a community’s Comprehensive Plan
3. Vulnerability Assessments, Adaptation Plans or Resilience Plans.
4. Development of relevant decision support tools, and/or public outreach tools, products, or programs that support community resilience planning efforts, including regional collaboration efforts.

Priority Area 1

Coastal communities with a Coastal Management Element in their Comprehensive Plan can receive assistance in gaining compliance with the 2015 “Peril of Flood” statute. Applicants must propose a robust process using relevant and appropriate data, mapping, and public outreach that will be acceptable for compliance with the statute. Outputs should include products such as maps showing at least two sea level rise scenarios in conjunction with high tide events, storm surge,

flash floods, and stormwater runoff; notes from at least two public meetings; model ordinance language; draft goals, objectives, and policies; etc.

Priority Area 2

Coastal communities with a Coastal Management Element in their Comprehensive Plan can receive assistance in developing Adaptation Action Area (AAA) designations in their Comprehensive Plans. AAA designations are for low-lying coastal communities that experience coastal flooding due to extreme high tides and storm surge and that are vulnerable to the impacts of rising sea level. Communities may consider policies within the coastal management element to improve resilience to coastal flooding resulting from high tide events, storm surge, flash floods, stormwater runoff and related impacts of sea level rise. Criteria for the adaptation action area may include, but need not be limited to, areas for which the land elevations are below, at, or near mean higher high water, which have a hydrologic connection to coastal waters, or which are designated as evacuation zones for storm surge. More information on AAAs can be found at <http://www.floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/adaptation-planning> . Outputs should include products such as maps showing at least two sea level rise scenarios in conjunction with high tide events, storm surge, flash floods, and stormwater runoff; notes from at least two public meetings; model ordinance language; draft goals, objectives, and policies; etc.

Priority Area 3

Communities that have already complied with the 2015 Peril of Flood statute can receive assistance for continuing resiliency planning. Vulnerability Assessments (VAs) consist of measuring the impact of sea level rise on a community and identifying the people, infrastructure, and land uses that may be affected. Adaptation Plans use the outputs from a vulnerability assessment to identify potential actions to address the vulnerabilities found. Resilience Plans are a variation on Adaptation Plans. Best practices for VAs and Adaptation Plans can be found in the Florida Adaptation Planning Guidebook (2018), which is available on the Florida Resilient Coastlines Program website: <https://floridadep.gov/resilience>. Outputs should include products such as maps showing at least two sea level rise scenarios in conjunction with high tide events, storm surge, flash floods, and stormwater runoff; notes from at least two public meetings, websites, story maps, and the finished assessments and/or plans.

Priority Area 4

Communities and/or organizations that are trying to build public support for resiliency planning can receive assistance for developing decision support tools, and/or public outreach tools, products, or programs that support community resilience planning efforts, including regional collaboration efforts. Outputs should include publicly available online decision support applications; public service announcements, brochures, flyers, informal education or interpretive curricula; websites, story maps; or meeting minutes and/or results of commission/council votes.

Notes:

- All projects must support at least one of the priority areas identified above.
- All projects must include a public outreach component.

- Proposals must include a description of project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period.
- Proposals will be scored by a panel of judges, with points awarded as noted in attachment 2 of the application.

E. Agency Contact.

For further information, contact:

Florida Department of Environmental Protection (FDEP)
Florida Resilient Coastlines Program (FRCP)
ATTN: Angel Baratta, Grant Manager
3900 Commonwealth Blvd.
Douglas Bldg., MS 235
Tallahassee, FL 32399
Angel.Baratta@FloridaDEP.gov

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ATTACHMENT 2

FY 2018-19 RPG EVALUATION FORM Florida Department of Environmental Protection

PROPOSAL NO. _____

PROJECT TITLE: _____

AMOUNT REQUESTED: \$ _____

LEAD AGENCY: _____

REVIEWER: _____

| I. Complete Application | Scoring |
|---|---------------|
| a. Necessary information Some necessary information missing = 0 All portions sufficiently complete = 4 Relevant additional information provided = 8 | (0-8 points) |
| b. Level of detail Insufficient detail in any section = 0 Sufficient detail in all sections = 4 High level of detail provided in all sections = 8 | (0-8 points) |
| c. Page limit Exceeds page limit = 0 Does not exceed page limit = 4 | (0-4 points) |
| II. Project Merit | |
| Priority Areas Doesn't meet any of the Priority Areas = 0 Meets one or two Priority Areas = 3 Meets three or more Priority Areas = 6 | (0-6 points) |
| a. Advances project location's resilience Uses robust, publicly available data = 6 Relevant outputs comply with statutory requirements = 7 Increases the knowledge level of the project location about resilience and/or sea level rise = 8 Can result in Peril of Flood or Adaptation Action Area language being added to comprehensive plan. = 9 Results in an Adaptation Plan for the location = 10 | (7-10) points |
| b. Includes an outreach component Includes 0-1 public meetings; only passive outreach products = 6 Includes 2 or more public meetings = 8 Includes 2 or more public meetings and passive outreach products = 9 Includes 2 or more public meetings and passive and interactive outreach products = 10 | (6-10 points) |

| | |
|--|---------------|
| <p>c. Supports natural resources</p> <p>Outputs show effects of sea level rise on natural resource communities = 6</p> <p>Outputs offer natural resource-based resilience/adaptation strategies = 8</p> <p>Outputs emphasize use of natural-resource based resilience/adaptation strategies, including conservation and preservation strategies = 10</p> | (6-10 points) |
| <p>d. Feasible in allowed timeframe</p> <p>Project is not likely to be finished as proposed in the allowed timeframe. = 4</p> <p>Project is likely to be finished as proposed in the allowed timeframe. = 5</p> <p>Project is likely to be finished as proposed earlier than the deadline. = 6</p> | (4-6 points) |
| III. Project Budget | |
| <p>a. Efficiently uses grant resources</p> <p>Budget narratives minimally detailed. = 4</p> <p>Budget narratives sufficiently detailed to show cost relationship to activities. = 6</p> <p>Budget narratives contain high level of detail. = 8</p> <p>Proposer offers match of at least 10%. = 10</p> | (4-10 points) |
| <p>b. Project costs were reasonable for the work planned</p> <p>Minimally reasonable = 5</p> <p>Moderately reasonable = 7</p> <p>Very reasonable = 10</p> | (5-10 points) |
| Total Points* | |

*Total maximum points available 82.

