

**DEP AGREEMENT NO. R1903
CHANGE ORDER NO. 001**

GRANTEE

City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

DEP Agreement No. **R1903** as entered into on the 21st day of September 2019, is hereby revised as follows:

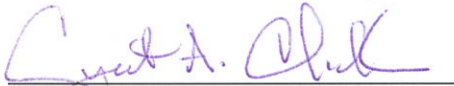
1. **Attachment 3, Grant Work Plan, Project Timeline** is hereby deleted in its entirety and replaced with the following:

Task No.	Task Title	Deliverable Due Date	Funding Amount
1	Drainage basis analysis	03/15/2020	\$25,000
2	Property Owner's Guide	04/01/2020	\$2,500
3	Floodplain Research	05/01/2020	\$20,000
4	Resiliency Education Materials	05/01/2020	\$5,000
Total			\$52,500

All other terms and conditions of the Agreement shall remain unchanged.

CITY OF APALACHICOLA

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION


Cynthia Clark, Grantee Grant Manager

Whitney Gray, DEP Grant Manager

Date: 3-18-2020

Date: _____

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R1903**

ATTACHMENT 3

Project Title: Apalachicola Coastal Resilience Projects

Grantee Contact Information:

Organization Name: City of Apalachicola
Authorized Signer for the Organization: Ron Nalley
Title: City Manager
Address: 192 Coach Wagoner Boulevard
City: Apalachicola
Zip Code: 32320
Area Code and Telephone Number: 850-653-8222
E-mail Address: rnalley@cityofapalachicola.com

Grant Manager Contact Information:

Organization Name: City of Apalachicola
Title: Planner, Cynthia Clark
Address: 192 Coach Wagoner Boulevard
City: Apalachicola
Zip Code: 32320
Area Code and Telephone Number: 850-653-9020
E-mail Address: cclark@cityofapalachicola.com

Fiscal Agent Contact Information:

Organization Name: City of Apalachicola
Title: City Manager, Ron Nalley
Address: 192 Coach Wagoner Boulevard
City: Apalachicola
Zip Code: 32320
Area Code and Telephone Number: 850-653-8222
E-mail Address: rnalley@cityofapalachicola.com

FEID No.: 59-6000264

DUNS No.: 024717639

PROJECT LOCATION: The project area is located in the City of Apalachicola, within Franklin County Florida. See attachment 1 map.

WORK PLAN

1. **Project Summary:** This is a two-part initiative. Project one features a field survey, mapping and recommended strategies to reduce flooding in one of the City's most flood prone drainage basins. The data will be used to create a property-owner guide designed to encourage site development techniques and to reduce damage due to flooding. Project two would complete research required for the City to become part of the FEMA Community Rating System program. It would also provide data necessary to support the City's proposed Coastal Management goals, objectives and policies relating to Peril of Flood Statute. This project would also create flood-awareness public materials.
2. **PROJECT DESCRIPTION**
This resiliency initiative involves two separate projects.

Project 1 - Drainage Basin Analysis and Property Owner Development Guide. This project would involve contracting with an infrastructure engineer to survey, map and document recommended culvert size for a 208-acre drainage basin, one of the City's largest drainage basins comprised of residential and commercial development. The project will consist of a block by block analysis of culvert size and conveyance descriptions which will be used to develop recommendations for mitigating nuisance flooding in the basin. The analysis will be used to guide future development on a specific lot basis. The basin-specific recommendations will also be used to develop a property-owner's guide with recommended strategies for minimizing stormwater runoff and nuisance flooding in the basin. The data, analysis and recommendations would be presented in a public workshop and the materials would be available printed and online at the City's website

Project 2 – CRS Floodplain Research and Resiliency-Awareness Public Information A 2018 Community Rating System (CRS) report prepared through the Florida Division of Emergency Management has identified extensive research, mapping and documentation tasks necessary for the City to receive credit enough to be admitted into the CRS program. Additionally, the City's 2017 Vulnerability Analysis recommended public education materials be created relating to resilience. This project would fund a consultant to research and complete required tasks to satisfy recommendations in both documents. The project would complete research identified in Activities Section 420 and 350 of the CRS report relating to the documentation and preservation of open space parcels. Additionally, the deliverable will also create public education materials to increase public awareness of flood hazards, property protection and responsible resiliency practices as identified in the 2017 Vulnerability Analysis. All research, recommendations and public education materials would be presented in public workshops and made available online on the City's website.

Both projects have either been recommended specifically or are consistent with the activities and recommendations identified in the City's 2017 Vulnerability Analysis, 2019 Evaluation and Appraisal Report and 2018 FEMA CRS checklist.

3. **PROJECT NEED AND BENEFIT**

Project 1. Much of the City falls within the FIRM Area of Special Flood Hazard (rated A & V zones) because of its low coastal topography and vulnerability to coastal flooding. In one of the City's largest drainage basins (#23), the combination of low lying topography, non-engineered culverts and inadequate stormwater infrastructure results in frequent flooding of many residential and commercial properties in this 208-acre basin. The work tasks identified for Project 1 will involve a block by block field survey and analysis of the culvert size, flow as well as recommended options for mitigating flooding in the basin. The end benefit will be that the City will have support documentation and a plan for addressing drainage basin flooding on a lot by lot basis. Additionally, the creation of a companion property owner's guide will provide guidance to individual homeowners

to help them avoid property flooding. This project meets the goals of this funding source because it is consistent with the Peril of Flood statute provision that encourages site development techniques and best practices that may reduce losses due to flooding and claims made under flood insurance policies. This project is feasible to complete by deadline because there are local engineering firms already familiar with the City's drainage basin challenges and can provide local and timely support to complete the project by the June 19, 2020 deadline.

Project 2. The City has been a participant in the National Flood Insurance Program (NFIP) since 1983 at a basic level but is not currently a participant in the NFIP Community Rating System (CRS) program because it lacks staffing resources to complete the required research and documentation necessary to qualify. This project would enable the City to complete the research, data collection and analysis required to become a CRS which will further the City's resiliency efforts to reduce losses due to flooding and will reduce individual property flood insurance rates. Specifically, this project would fund a consultant to complete required tasks to satisfy recommended tasks identified in the 2018 CRS report in Activities Section 420 (Open Space Preservation) and Activity 350 – Flood Protection Information. For Section 420, specific tasks will include researching and providing deed ownership documentation and mapping of approximately 276 acres of open space as identified on the land use map and creating a table identifying the parcel, land use, total open space, acreage in the floodplain, deed restrictions (if applicable) and acres of natural function open space (if applicable). Activity 350 will require that the City modify its existing website to better document floodplain management information.

In addition to meeting the CRS task requirements, this deliverable will provide the City with the data and analysis necessary to support Goals, Objectives and Policies that have been proposed for the City's Coastal Management Element in compliance with the Peril of Flood statute. Lastly, this project would create public education materials designed to educate Apalachicola residents about flood hazards and resiliency unique to the City – a task specifically recommended in the City's 2017 Vulnerability Analysis. The resulting document will provide information about retrofitting homes, buying flood insurance and planning actions they will take during the next flood. The materials will be printed and also available on the City's website. This project meets the goal of this funding source in that it is consistent with furthering continued resiliency planning efforts and is compliant with the Peril of Flood statute by reducing losses due to flooding and by furthering the intent of the statute through research, documentation and analysis. This project is feasible to complete by the June 19, 2020 through contracting with qualified planning consultants.

Both projects have been recommended specifically and are consistent with the activities identified in the City's 2017 Vulnerability Analysis, Comprehensive Plan, 2019 Evaluation and Appraisal Report or FEMA CRS checklist. Both projects will benefit the City of Apalachicola's flood hazard resilience and awareness and mitigation. Both projects are consistent with Compliance with "Peril of Flood" legislation and further the City's desire to become part of the National Flood Insurance Program's CRS program.

4. **Budget Summary:** Allowable budget categories and costs for this project are listed in the table below.

FIXED PRICE	Grant Amount Awarded
AGREEMENT TOTAL	\$ 52,500

5. **Project Timeline:** All tasks are to be completed and submitted no later than the Deliverable due date listed in the table below. Request for any change must be submitted prior to the current deliverable due date listed in the project timeline. Request are to be sent via separate email to the Department's Grant Manager, with the details of the request being made and the reason for the request.

PROJECT TIMELINE

Task No.	Task Title	Deliverable Due Date	Funding Amount
1	Drainage basis analysis	03/15/2020	\$25,000
2	Property Owner's Guide	04/01/2020	\$2,500
3	Floodplain Research	04/01/2020	\$20,000
4	Resiliency Education Materials	04/01/2020	\$5,000
Total			\$52,500

6. **Performance Measure:** The Department's Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description, to include any work being performed by any sub-contractor(s). Upon review and written acceptance by the Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal. All deliverable documents must be provided in an electronic downloadable format.
7. **Consequences for Non-Performance:** The Department will reduce each Task Funding Amount by 5% for every day that the Deliverable(s) is not received on the specified due date in the most recent Project Timeline, for the Agreement. Should a Change Order or Amendment be requested on the date of or after the most current Deliverable Due Date, the 5% reduction of that Task Funding Amount will be imposed until the date of the requested change is received, via email by the Department.
8. **Payment Request Schedule:** Grantee may submit a request for the Task Funding Amount to be paid using the Exhibit C, after all Deliverables for that Task have been approved by the Department. Request(s) for payment must include the Exhibit A showing 100% completion of that Task and must be submitted within 45 days of the Deliverable Due Date.

Or

Grantee may submit one request for the Grant Amount Awarded, by using the Exhibit C, after the project is 100% completed. The request for the Grant Amount Awarded, must include an Exhibit A showing 100% completion for all Tasks, and must be submitted within 45 days of the Deliverable Due Date.

TASKS & DELIVERABLE

Task #1

- a) **Title:** Drainage basis analysis
- b) **Description:** This task would involve contracting with an infrastructure engineer to conduct a field survey, map and document recommended culvert size for a 208-acre drainage basin which is the City's largest drainage basins comprised of residential and commercial development. The project will consist of a block by block analysis of culvert size and conveyance descriptions which will be used to develop recommendations for mitigating nuisance flooding in the basin. An accompanying map of the culvert/conveyances will be created. The data and map data will be analyzed and a report created with suggestions and recommendations.
- c) **Deliverable:** The deliverable will consist of field survey, map and report in a digital format (CD).

Task #2

- a) **Title:** Property Owner's Guide
- b) **Description:** Using data and analysis found in Task 1, the contractor will develop a property-owner's guide with recommended strategies for minimizing stormwater runoff and nuisance flooding in the basin. The data, analysis and recommendations would be presented in a public workshop and the materials would be available printed and online at the City's website.
- c) **Deliverable:** The deliverable will consist of property owner's guide in a digital format (CD), copy of workshop agenda, sign-in sheets, and summary of workshop comments.

Task #3

- a) **Title:** Floodplain Research
- b) **Description:** This project would fund a consultant to research and complete required tasks to satisfy recommended tasks identified in the 2018 CRS report in Activities Section 420 (Open Space Preservation) and Activity 350 – Flood Protection Information. For Section 420, specific tasks will include researching and providing deed ownership documentation and mapping of approximately 276 acres of open space as identified on the land use map and creating a table identifying the parcel, land use, total open space, acreage in the floodplain, deed restrictions (if applicable) and acres of natural function open space (if applicable). Activity 350 will require that the City modify its existing website to better document floodplain management information.
- c) **Deliverable:** The deliverable will consist of a report on the data analysis in a digital format (CD) and screenshots of modified website containing updated and improved floodplain management information.

Task #4

- a) **Title:** Resiliency Education Materials
- b) **Description:** This project would create public education materials designed to educate Apalachicola residents about flood hazards and resiliency unique to the City. This task is specifically recommended in the City's 2017 Vulnerability Analysis and will provide information about retrofitting homes, buying flood insurance and planning actions they will take during the next flood. The materials will be printed and also available on the City's website. The materials will also be presented in a public workshop.
- c) **Deliverable:** The deliverable will consist of a copy of the educational materials in a digital format (CD, public notice of the workshop, sign-in sheets, and a summary of the meeting comments.