

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R1932**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: Strategic Policy Plan for Florida's Oceans and Coasts

2. GRANTEE Contact Information:

Organization Name: Florida Ocean Alliance (Air & Seaport – St. Lucie County)

Name of Authorized Signer: J. Stanley Payne

Title: Chair, FOA, Executive Director, Airport/Seaport, St. Lucie Co.

Address: 2300 Virginia Avenue

City: Fort Pierce, FL

Zip Code: 34982

Area Code and Telephone Number: 772-462-1450

E-mail Address: PayneS@stlucieco.org

3. GRANT MANAGER Contact Information:

Organization Name: Florida Ocean Alliance

Name: Lenore Alpert

Address: 401 East Las Olas Blvd., Suite 130-224

City: Fort Lauderdale, FL

Zip Code: 33301

Area Code and Telephone Number: 954-647-4097

E-mail Address: lalpert.foa@gmail.com

4. FISCAL AGENT Contact Information:

Organization Name: Oceanographic Center (Nova Southeastern University)

Name: Richard E. Dodge, Treasurer, FOA

Address: 8000 North Ocean Drive

City: Dania Beach

Zip Code: 33004

Area Code and Telephone Number: 954-262-3651

E-mail Address: dodge@nova.edu

5. FEID No. (a.k.a. Tax ID#): F65-1074203

6. **PROJECT LOCATION:** The Project will be in the coastal areas of Florida with office within the City of Ft. Lauderdale in Broward County.

II. WORK PLAN

7. **PROJECT BACKGROUND:** The Florida Ocean Alliance (FOA) is the only statewide organization that has membership from maritime industries, environmental non-governmental organizations, and state and private research institutes, and as such is well situated to undertake a Strategic Plan for Florida's oceans and coasts that encompasses all perspectives. As the only existing statewide, independent private-public partnership to prepare this long-range and important strategic plan, FOA will collaborate extensively with FDEP and FWC.
8. **PROJECT SUMMARY:** The Florida Ocean Alliance, working with relevant state, regional and local agencies and public and private parties, will develop a long-range Strategic Plan by June 30, 2020, to help ensure that Florida's coastal and ocean resources remain healthy and economically viable for future generations. The Florida Ocean Alliance will complete three activities as part of the Strategic Plan for Florida's Oceans and Coasts:
- a) Ocean and Coastal Strategic Policy Plan to help improve coastal resilience, addressing recent threats from Florida's water crises of harmful algal blooms and long-term sea-level rise to protect Florida's ocean and coastal economy; improve the conservation and management of Florida's significant ocean and coastal resources; provide action plans to promote the restoration and recovery of vital coastal habitats and resources.
 - b) A statewide regional stakeholder process of industry, citizens and experts for input into developing the Plan.
 - c) Economic update on the impact of ocean and coastal industries on Florida's economy.
9. **PROJECT DESCRIPTION:** The project will develop a Florida Ocean and Coastal Strategic Policy Plan to help address coastal resiliency. The plan will review and address water quality and long-term sea level rise concerns, including red tide, harmful algal blooms, hurricanes, and the conservation and management of Florida's ocean and coastal resources. The plan will address Florida's need to mitigate its resource damages to avoid a long-term impact on the state's tourism economy and on other marine-related industries. In developing the Strategic Plan, it will include regional stakeholder meetings, Steering Committee meetings, and an economic update of Florida's ocean and coastal economy.
10. **BUDGET SUMMARY:** Allowable budget categories and costs for this project are listed in the table below.

FIXED PRICE	Grant Amount Requested
AGREEMENT TOTAL	\$500,000

11. **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	Project Planning Report	9/10/2019	\$60,000
2	Strategic Plan Draft Outline	10/10/2019	\$60,000
3	Strategic Plan Draft Outline, Update 1	11/10/2019	\$70,000
4	Analysis of Existing Plans	11/30/2019	\$60,000
5	Economic Impact Update Analysis	1/15/2020	\$35,000
6	Summary Report of Stakeholder Input	1/15/2020	\$40,000
7	Strategic Plan Draft Outline, Update 2	2/15/2020	\$60,000
8	Final Strategic Plan Report Outline	3/10/2020	\$30,000
9	First Draft Strategic Plan	4/30/2020	\$30,000
10	Second Draft Strategic Plan	5/30/2020	\$40,000
11	Final Draft of Strategic Plan	5/30/2020	\$10,000
12	Final Strategic Plan Report	6/30/2020	\$5,000
Total			\$500,000

12. 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.

13. 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.

14. 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.

15. Funding Source: Grantee agrees to include on all report/video/website/publication, the following language.

“This work was funded in part through a grant agreement from the Florida Department of Environmental Protection, Florida Resilient Coastlines Program, by a grant provided by the Office of Resilience and Coastal Protection. The views, statements, findings, conclusions and

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recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.”

III. TASKS & DELIVERABLES

Task #1

A. Title: Project Planning Report

B. Description:

- Conduct a stakeholder assessment.
- Establish a Steering Committee to help direct the project.
- Revise the process plan
- Prepare memo to Board on the role of technical consultant, tasks, and interface with the Steering Committee

C. Deliverables: Summary of Stakeholder Interview Themes; List of Steering Committee members; Revised process plan; Memo to Board on technical consultant’s role, tasks, and interface with Steering Committee.

Task #2

A. Title: Strategic Plan Draft Outline

B. Description:

- Meet in-person with the Steering Committee at each meeting (September 2019, October 2019, January 2020, March 2020, April 2020, and May 2020) to discuss and develop the Strategic Plan.
- Prepare presentations and handouts to provide to the Steering Committee and/or FOA Board of Directors related to the discussion on the Strategic Plan.
- Facilitate discussions during the meetings to obtain input on resources and ideas for the Plan and comments on draft versions of the Plan.
- Provide a summary to the FOA Director to share with the FOA Board of Directors for discussions related to the Strategic Plan for each meeting.

C. Deliverables: Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes, for Steering Committee #1 meeting related to development of, and a copy of, Strategic Plan Draft Outline.

Task #3

A. Title: Strategic Plan Draft Outline, Update 1

B. Description:

- Meet in-person with the Steering Committee at each meeting (September 2019, October 2019, January 2020, March 2020, April 2020, and May 2020) to discuss updates to the Strategic Plan Draft Outline and develop the Strategic Plan.
- Prepare presentations and handouts to provide to the Steering Committee and/or FOA Board of Directors related to the discussion on the Strategic Plan.
- Facilitate discussions during the meetings to obtain input on resources and ideas for the Plan and comments on draft versions of the Plan.
- Provide a summary to the FOA Director to share with the FOA Board of Directors for discussions related to the Strategic Plan for each meeting.

- C. Deliverables:** Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes for Steering Committee meeting #2 related to the development of, and a copy of, Draft Outline Update 1. Agenda and minutes of FOA Board conference call will be submitted.

Task #4

A. Title: Analysis of Existing Plans

B. Description:

- Gather existing coastal related plans (such as the National Estuary Program Comprehensive Conservation and Management Plans, Aquatic Preserves plans, county beaches/coastal plans, applicable basin management action plans, non-governmental organization beaches plans, port plans, etc.).
- Obtain input from the Steering Committee on appropriate plans, contacts, and resources to help develop the Strategic Plan. Obtain direction from the Steering Committee on the goals and objectives for the Plan.
- Review plan information and identify what information is available and where there are data gaps in coastal areas.
- Prepare a summary of plans summarizing the available information and identifying information gaps in coastal areas that will need to be filled through Strategic Plan action items.
- Regular calls with the Facilitator and FOA Director throughout the task to coordinate.

C. Deliverables: Summary of existing coastal-related plans

Task #5

A. Title: Economic Impact Update Analysis

B. Description:

- Determine the economic impact of Florida's coasts and oceans on the State economy.
- Gather existing economic datasets using same methodology as FOA's past economic reports.
- Identify marine industries with potential for expansion and job growth in the State. Share with Florida Department of Economic Opportunity (DEO) for their input.
- Join FOA conference calls as necessary.
- Share datasets with FOA Director so GIS graphics can be prepared as needed.
- Submit a draft report to the FOA Director for review by FOA Board of Directors.
- Submit a final report to FOA Director for distribution to FDEP, FWC, and FOA Board of Directors.

C. Deliverables: Final Economic Report

Task #6

A. Title: Summary Report of Stakeholder Input

B. Description:

- Work with the FOA Director, FOA Staff Associate, and FOA Board of Directors to plan the five stakeholder meetings around the state including identifying locations, dates, and times.
- Reserve rooms for each of the five meetings.
- Draft agendas, presentations, and other materials for each of the meetings.
- Assist with meeting notifications to reach out to stakeholders in each of the five regions.
- Travel to attend each of the five stakeholder meetings in-person.

- Lead discussion on the Strategic Plan and make presentation about the Plan to obtain input for the Plan at stakeholder meetings.
- Provide a summary report to the FOA Director on stakeholder comments for each of the five meetings. (Note: Number of meetings may change as needed.)

C. Deliverables: Grantee will submit a copy of the sign-in sheet, agenda, presentations and materials presented, meeting minutes for each stakeholder meeting held.

Task #7

A. Title: Strategic Plan Draft Outline, Update 2

B. Description:

- Meet in-person with the Steering Committee at each meeting (September 2019, October 2019, January 2020, March 2020, April 2020, and May 2020.) to discuss updates to the Strategic Plan Draft Outline Update 1 and develop the Strategic Plan .
- Prepare presentations and handouts to provide to the Steering Committee and/or FOA Board of Directors related to the discussion on the Strategic Plan.
- Facilitate discussions during the meetings to obtain input on resources and ideas for the Plan and comments on draft versions of the Plan.
- Provide a summary to the FOA Director to share with the FOA Board of Directors for discussions related to the Strategic Plan for each meeting.

C. Deliverables: Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes for Steering Committee meeting #3 related to the development of, and a copy of, Draft Outline Update 2.

Task #8

A. Title: Final Strategic Plan Report Outline

B. Description:

- Prepare an outline of the Strategic Plan report with information gathered to date on existing plans, data gaps, and Steering Committee and stakeholder feedback. Include placeholders for action plans and other information still under development.
- Provide the draft outline in Word format to the FOA Director to share with FOA Board and with Steering Committee for review.
- Revise outline based on comments from Steering Committee and FOA Board.
- Provide final report outline in both Word and PDF format.
- Share the revised outline with the FOA Board of Directors and Steering Committee
- Attend the Ocean's Day Board Meeting at the state capital.

C. Deliverables: Strategic Plan Report Outline. Grantee will submit a copy of the agenda, meeting minutes for the FOA Board of Directors Meeting, and a photo of participation and attendance at Ocean's Day Board Meeting in Tallahassee.

Task #9

A. Title: First Draft Strategic Plan

B. Description:

- Meet in-person with the Steering Committee at each meeting (September 2019, October 2019, January 2020, March 2020, April 2020, and May 2020) to develop the first draft strategic plan.

- Prepare presentations and handouts to provide to the Steering Committee and/or FOA Board of Directors related to the discussion on the Strategic Plan.
- Facilitate discussions during the meetings to obtain input on resources and ideas for the Plan and comments on draft versions of the Plan.
- Provide a summary to the FOA Director to share with the FOA Board of Directors for discussions related to the Strategic Plan for each meeting.

C. Deliverables: Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes for Steering Committee meeting #4 related to the development of, and a copy of, First Draft Strategic Plan.

Task #10

A. Title: Second Draft Strategic Plan Update

B. Description:

- Meet in-person with the Steering Committee at each meeting (September 2019, October 2019, January 2020, March 2020, April 2020, and May 2020) to develop the second draft strategic plan.
- Prepare presentations and handouts to provide to the Steering Committee and/or FOA Board of Directors related to the discussion on the Strategic Plan.
- Facilitate discussions during the meetings to obtain input on resources and ideas for the Plan and comments on draft versions of the Plan.
- Provide a summary to the FOA Director to share with the FOA Board of Directors for discussions related to the Strategic Plan for each meeting.

C. Deliverables: Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes for Steering Committee meeting #5 related to the development of, and a copy of, the Second Draft of the Strategic Plan

Task #11

A. Title: Final Draft of Strategic Plan

B. Description:

- Prepare a complete draft of the Strategic Plan report that includes the action plans to address data gaps and potential funding sources.
- Create maps and graphics for the plan.
- Provide the draft report in Word format to the FOA Director for review by FOA Board of Directors, Steering Committee, and public review.
- Discuss Draft Strategic Plan Report during the April 2020 Steering Committee meeting.
- Track comments received from the Steering Committee in an Excel spreadsheet.

C. Deliverables: Final Draft of Strategic Plan with Action Plans

Task #12

A. Title: Final Strategic Plan Report

B. Description:

- Prepare the final Strategic Plan that incorporates comments and input from the Steering Committee, FOA Board of Directors, and public review.

- Update the Excel comment tracking spreadsheet to note how comments were included in the final report.
- Provide the final report in Word format to the FOA Director for review by Steering Committee and FOA Board of Directors.
- Revise the final report based on comments.
- Provide the final report in Word and PDF format to the FOA Director to submit to the Legislature, FDEP, and FWC and on website.

C. Deliverables: Final Strategic Plan. Grantee will submit a copy of the sign-in sheet, agenda, meeting minutes for Steering Committee meeting #6.