

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2101**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: AAA Public Engagement Workshops for Continued Resiliency Planning

2. GRANTEE Contact Information:

Organization Name: City of Jacksonville

Name of Authorized Signer: William B. Killingsworth

Title: Director, Planning and Development

Address: 214 North Hogan Street, 3rd floor

City: Jacksonville

Zip Code: 32202

Area Code and Telephone Number: 904-255-7800

E-mail Address: billk@coj.net

3. GRANT MANAGER Contact Information:

Organization Name: City of Jacksonville

Name: Susan Kelly

Title: City Planner III

Address: 214 North Hogan Street, 3rd floor

City: Jacksonville

Zip Code: 32202

Area Code and Telephone Number: 904-255-7827

E-mail Address: ksusan@coj.net

4. FISCAL AGENT Contact Information:

Organization Name: City of Jacksonville

Name: Penny Malice

Title: Planning Services Manager

Address: 214 North Hogan Street, 3rd floor

City: Jacksonville

Zip Code: 32202

Area Code and Telephone Number: 904-255-7812

E-mail Address: PMalice@coj.net

5. FEID No. (a.k.a. Tax ID#): 59-6000344

Seq No. 435

6. WORK PERFORMED BY: (Select only one)

- ☐ Grantee ONLY
☒ Subcontractor ONLY
☐ BOTH the Grantee & Sub-Contractor
☐ To Be Determined

7. SUBCONTRACTORS CONTACT INFORMATION: *(If applicable & known)*

Organization Name: Unknown at this time

Name: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

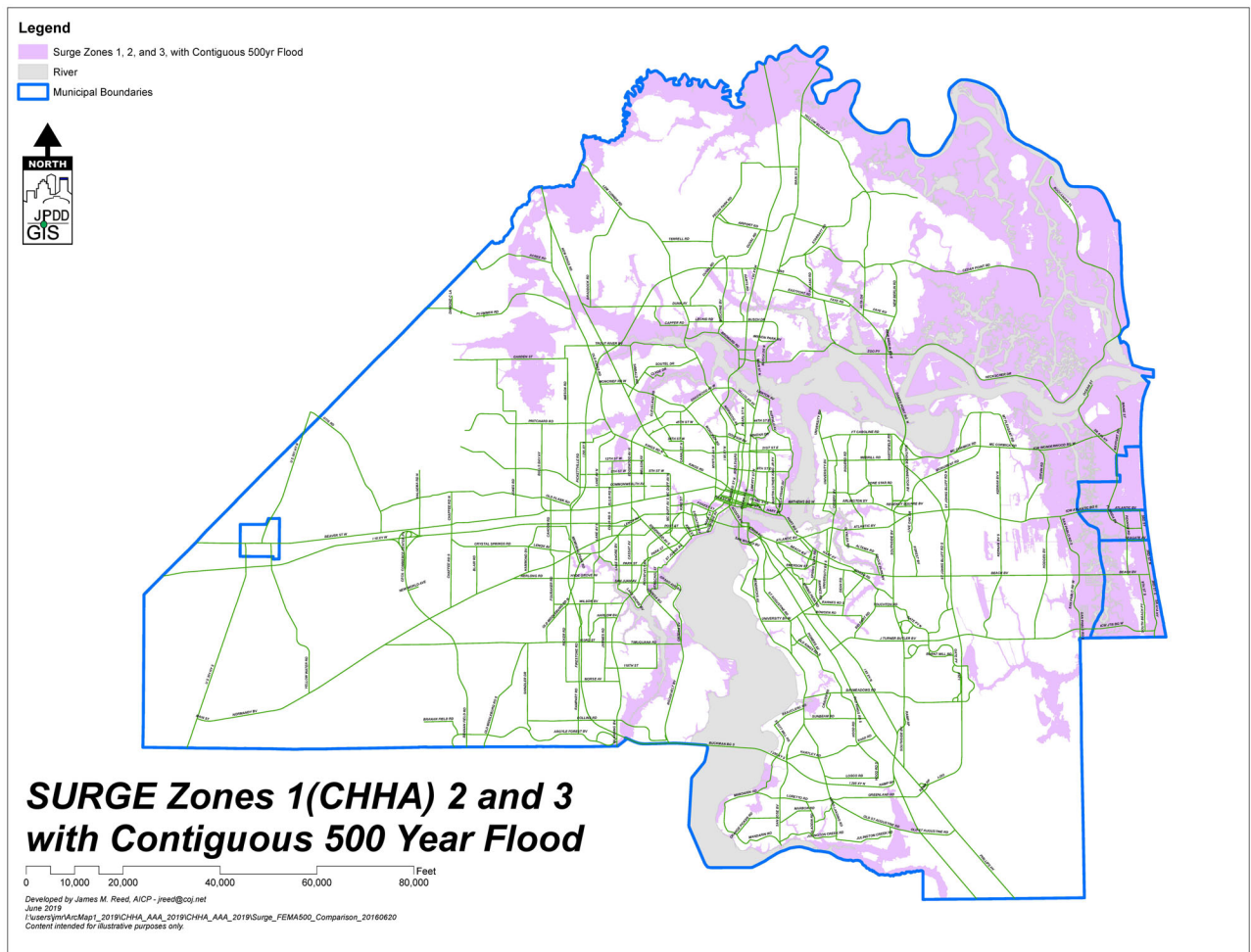
Area Code and Telephone Number: _____

E-mail Address: _____

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8. PROJECT LOCATION:

The project location will focus on impacts with the proposed AAA (purple area, shown on the map below).



A. List of County(ies): Duval County

B. List of City(ies)/Town(s)/Village(s): City of Jacksonville

C. State Lands Lease Agreement Number(s): N/A

Provide lease agreement number(s) for any work that will be performed on State Lands. If work will not be on any state lands, please indicate N/A.

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II. WORK PLAN

9. PROJECT SUMMARY:

Building from work already completed, the City of Jacksonville will use the Resilience Planning Grant (RPG) to engage the public through several workshops at which sea level rise and flooding scenarios would be presented along with any proposed policies or recommendations to address these issues. The overarching intent of these workshops is to increase awareness of neighborhood and community vulnerability to sea level rise and coastal flooding under both near-term and long-term horizons and to discover community priorities that would then be used to develop goals and objectives for an adaptation plan.

10. PROJECT DESCRIPTION:

The City of Jacksonville Department of Public Works was awarded the 2019-2020 RPG to conduct a resiliency analysis regarding the impact of sea level rise, specifically to identify critical infrastructure and natural resources. As that funding was being received, the City's Adaptation Action Area (AAA) Workgroup was in the process of finalizing their policy recommendations. One recommendation is to expand the current AAA boundary to include areas that are within the Category 3 storm surge line and contiguous with the FEMA 500-year flood plain and implement adaptation strategies commensurate with the storm and flood risks. Outcomes from the resiliency analysis will determine the storm and flood risks so that policies and regulations can be tailored to the risk accordingly. This is particularly relevant because the recommended AAA is approximately 107,859 acres, and as such, the designation will likely touch a significant number of properties.

Using the modeling and scenarios developed from the resiliency analysis (2019-2020 RPG) and based on recommendations from the AAA Workgroup, the City of Jacksonville Planning and Development Department requests \$60,000 to engage the public through several workshops at which sea level rise and flooding scenarios will be presented along with any proposed policies or recommendations to address these issues. The overarching intent of these AAA Workshops is to increase awareness of neighborhood and community vulnerability to sea level rise and coastal flooding under both near-term and long-term horizons and to discover community priorities that could then be used to develop goals and objectives for an adaptation plan.

The City of Jacksonville is divided into six planning districts – Urban Core, Greater Arlington/Beaches, Southeast, Southwest, Northwest and North. A consultant will be hired to conduct a workshop in each planning district and then a final workshop for elected officials and community leaders. The Riverside-Avondale Historic District abuts the St. Johns River and floods frequently. The cultural resources and historic significance of the District will be a specific topic of focus for the workshop conducted in the Northwest Planning District as the majority of Riverside-Avondale is within that Planning District. Additionally, the Urban Core Planning District ranks high on the Centers for Disease Control's Social Vulnerability Index, and the Urban Core Workshop will focus on adaptive capacity specifically in relation to transportation, housing, disability, and socioeconomics. Findings from these workshops would be synthesized and evaluated in conjunction with data from the resiliency analysis. Goals and objectives will be developed and prioritized to inform an adaptation plan based on the extensive scenario modeling from the resiliency analysis and AAA Workshops.

11. PROJECT NEED AND BENEFIT:

A. Explain the demonstrated need, which the project addresses. The City of Jacksonville is a coastal community, and the St. Johns Rivers runs through the middle of the City as well. In recent years, flooding related to major storm events and nuisance flooding have increased. Cognizant of this increase and in compliance with the State's Peril of Flood legislation, Jacksonville adopted an Adaptation Action Area into the Comprehensive Plan and established a Working Group to evaluate existing regulations and policies related to sea level rise and coastal flooding. The Workgroup met

from February to August of 2019 having approved a series of policy-level recommendations to present to the City Council and the Mayor's Administration. One of these recommendations is to expand the currently designated AAA (54,343 acres), resulting in an AAA that is approximately 107,859 acres. It would not be appropriate to apply a one-size-fits-all regulatory approach about sea level rise to an area of that size. The AAA Workgroup recognized this and recommended that regulations and policies within the AAA be commensurate with the sea level rise and flood risk. The 2019 RPG funding for a resiliency analysis will determine the sea level rise and flood risk for various locations within the AAA. These scenarios and related efforts must be presented to the public in order to obtain community understanding and buy-in. Further, the City would like to develop a community-based adaptation plan, and the AAA Workshops will help to inform the adaptation plan's goals, objectives, priorities, and similar guiding themes.

- B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP.** The proposed project satisfies the FDEP Florida Resilient Coastlines Program Priority Area 3 as it is aimed to continue the resiliency planning in the wake of the City's compliance with the 2015 Peril of Flood statute. The *Florida Adaptation Planning Guidebook* recommends that one of the steps of adaptation planning be to share the results of a vulnerability analysis and give the public an opportunity to provide input on specific focus areas for the community. The AAA Workshops will present outcomes from the 2019 RPG funded resiliency analysis and engage residents as to the priorities in planning for adaptation to sea level rise and coastal flooding. By implementing this best practice of adaptation planning, the proposed project is consistent with Priority Area 3.

Further, AAA Workshops in the Urban Core Planning District and the Northwest Planning District are intended to specifically address issues related to the adaptive capacity of the Riverside-Avondale Historic District and its cultural resources as well as the social vulnerability of neighborhoods within the Urban Core. Because of this programming, it is the City's intent to be consistent with Priority Area 5.

- C. Discuss how the project is feasible and can be completed by the grant period deadline.** The City's Planning and Development Department has an extensive history of public engagement and of working with consultants in order to obtain meaningful community input and feedback. It is anticipated that the City will receive preliminary data from the resiliency analysis by the fall of 2020. Pre-planning of the workshops would then be from July through October 2020. Working around the holidays and into the spring of 2021, the City's AAA Workshops would take place approximately 2-3 weeks apart so as not to lose momentum. Outcomes from the Planning District Workshops would be presented at a final workshop for elected officials and community leaders. A final document summarizing the findings of the workshops would be created prior to the grant period deadline.
- D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.** The Riverside-Avondale Historic District is a locally designated historic district located in the Northwest Planning District and adjacent to the St. Johns River. This district receives significant flooding during major storm events, and properties were damaged (and residents displaced) following Hurricane Irma in 2017. Through the proposed workshops, a special focus topic for the Northwest Planning District Workshop would be on the adaptation, preservation, and protection of vulnerable historic resources. This workshop may involve presenting best practices from around the country regarding the adaptive measures for historic resources as well as asset mapping, brainstorm sessions, and strategizing.

The Urban Core Planning District ranks high on the Centers for Disease Control's Social Vulnerability Index, and the Urban Core Planning District Workshop will focus on adaptive capacity specifically in relation to transportation, housing, disability, and socioeconomics. As with the historic district, methods utilized at this workshop may include presenting best practices from around the country as

well as asset mapping, brainstorm sessions, and strategizing. This workshop may also include information related to the social services and non-profit sector and how they need to be a partner with respect to adaptation planning.

12. DESCRIPTION OF PROJECT OUTCOMES: Tangible outcomes from the project include sign-in sheets or virtual attendance lists, public notices and related promotional materials, notes from each workshop, and a final document that would summarize the workshops and provide a synthesis of the community's objectives or priorities for an adaptation plan, to be developed by the City as a future project. Intangible outcomes include increasing residents' awareness and knowledge about their community's vulnerability to sea level rise and flooding and ways to mitigate their risk.

13. BUDGET SUMMARY: Allowable budget categories and form of payment with the costs for this project are listed in the table below.

BUDGET SUMMARY BREAKDOWN

Budget Categories	Payment	Task 1	Task 2	Task 3	Task 4	Grant Amount Awarded
Salaries & Fringe	Fixed Price	\$0	\$0	\$0	\$0	\$0
Contractual Services*	Fixed Price	\$3,000	\$44,000	\$6,000	\$7,000	\$60,000
GRANT AGREEMENT TOTAL		\$3,000	\$44,000	\$6,000	\$7,000	\$ 60,000

A. Describe how the project costs was determined: Project costs were determined based on consultant fees and costs associated with previous public engagement workshops and charrettes that the Planning Department has conducted.

B. Contractual Services Selection*: Upon a selected Sub-Contractor(s) (if applicable), the Grantee will Provide a signed certification statement giving a description of the procurement process that was utilized for the selection of the sub-contractors. The description must include:

- a. What procurement process was utilized
- b. Justification as to how & why you made your final selection.
- c. For competitively obtained Sub-Contractor also include:
 - i. A list of all entities that you received bids/quotes from,
 - ii. Names and addresses of those entities that provided bids/quotes,
 - iii. Actual amounts of the bids/quotes that were submitted.

14. PROJECT TIMELINE: All tasks are to be completed and submitted no later than the task/deliverable due date listed in the table below. Requests for any change must be submitted prior to the current task/deliverable due date listed in the project timeline. Requests 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	Task Amount
1	AAA Workshop Pre-planning	12/22/2020	\$3,000
2	6 Planning District AAA Workshops	04/27/2021	\$44,000
3	Presentation/workshop to Elected Officials and Community Leaders	04/27/2021	\$6,000
4	Summary Document	04/30/2021	\$7,000
Grant Total			\$60,000

15. PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline. The Department's Grant Manager will review the task/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.

16. CONSEQUENCES FOR NON-PERFORMANCE: The Department will reduce each Task Funding Amount by 5% for every day that the task/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 task/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.

17. 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 task/deliverable due date. Please refer to the [website Grants page](#) for "How to Request Payment", and "Checklist for Requesting Payment"

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 last task/deliverable due date.

18. FUNDING SOURCE: Grantee agrees to include on all publications, printed reports, audiovisuals (including videos, slides, and websites except that unless required under special terms of this Agreement, this requirement does not apply to audiovisuals produced as research instruments or for documenting experimentation or findings and which are not intended for presentation to the general public) or similar materials must include the DEP logo (which can be found on the Department's website at <https://floridadep.gov/resilience> or by contacting the Department's Grant Manager for a copy) and the following statement on, 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 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."

The next printed line shall identify the month and year of the publication.

III. TASKS & DELIVERABLES

Task #1

A. Title: Adaptation Action Area (AAA) Workshops – Pre-planning

B. Goal: The goal of pre-planning the workshops is to organize the workshop content; coordinate logistics for locations/times, hosting/virtual hosting and staffing; and prepare noticing for the upcoming workshops.

- C. Description:** The City's Planning and Development Department (PDD) staff will work with a consultant to review outcomes from the previously funded resiliency analysis in order to determine which materials to present at the workshops, in what format, and if any additional information may be helpful and available. Following this review, staff and the consultant will determine what types of information they hope to garner from the workshops, and given this, they will decide on the best organizational format for the workshops. For example, a workshop may begin with a presentation and be followed by structured group conversations; or information may be presented at round-robin tables with subject matter experts placed at each; or another format may be chosen. It is anticipated that workshops held in the Urban Core Planning District and Northwest Planning District will need additional research as these workshops will contain specific topics – social vulnerability and historic resources, respectively.

During the pre-planning task, a public notification strategy will also be developed in order to obtain the best possible attendance at each workshop. Types of strategies may include but not be limited to, web notifications, meeting announcements, flyers, and any of the City's other public information channels.

Logistics for each workshop will also be established during this task. This includes coordinating the locations, times, and dates for each meeting and creating preparation checklists for each meeting. If public gatherings are discouraged at the time of the workshops due to COVID-19, the pre-planning task will include determination of a virtual or other non-traditional workshop format.

- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the task/deliverable due date listed in the Project Timeline.
- 1) Outline of workshop flow (3 total – Urban Core, Northwest, and remaining Planning Districts)
 - 2) Presentation(s)
 - 3) Summary of public notification strategy
 - 4) Any public notification materials created, including screenshots from website postings.
 - 5) A list of location/day/time for all six workshops

Task #2

- A. Title:** Planning District Adaption Action Area (AAA) Workshops
- B. Goal:** The goal of the workshops is to increase awareness of neighborhood and community vulnerability to sea level rise and coastal flooding under both near-term and long-term horizons and to discover community priorities that would then be used to develop goals and objectives for an adaptation plan.
- C. Description:** Public workshops will be held in order to present information from the City's previously funded resiliency analysis and to receive input from residents as to their priorities and concerns related to the Adaptation Action Area (AAA) and sea level rise/coastal flooding in general. Six workshops will be held; one in each Planning District. Each workshop will be discussing the geographic area designated as an AAA within each Planning District. It is anticipated that each workshop will be approximately two (2) hours. The format and content of each workshop will be determined during the pre-planning task. The consultant will prepare presentation materials, conduct the workshop, guide attendees through discussion or group activities, compile and synthesize any materials created at each workshop, and draft a summary from each workshop. PDD staff will assist the consultant with sign-in and facilitate table discussions as needed, as well as perform other tasks related to logistics and organization of the workshops. If public gatherings are discouraged at the time

of the workshops due to COVID-19, PDD staff will assist the consultant with virtual or non-traditional workshop organization, set-up, and logistics as necessary.

Two workshops will contain areas of special focus and will require an additional presentation section and/or group discussion or activity. The Urban Core Planning District Workshop will discuss issues related to social vulnerability within the AAA; and the Northwest Planning District will discuss issues related to the impact of the AAA designation on the Riverside-Avondale Historic District and its resources.

- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the task/deliverable due date listed in the Project Timeline.
- 1) Sign-in sheets or virtual attendance lists from each workshop, indicating location, date, and time of workshop
 - 2) Presentation(s) from each workshop
 - 3) Brief summary report from each workshop
 - 4) Any materials created at each workshop (as applicable)

Task #3

- A. Title:** Adaption Action Area (AAA) Workshop for Elected Officials and Community Leaders
- B. Goal:** The goal of this workshop is to inform elected officials and community leaders about the community's priorities and objectives regarding policies and programs within the AAA and to receive their input as well.
- C. Description:** A final workshop will be held to present preliminary outcomes, or the draft summary document (see Task #4), to elected officials and community leaders. It is anticipated that the workshop will be approximately 2 – 4 hours, depending on the length of discussion. The format will be based on outcomes received from the Planning Districts AAA Workshops and will likely involve a presentation of the original assumptions (from the resiliency analysis) and a presentation of the draft summary report, inclusive of the community's priorities and concerns in the short- and long-term. The consultant will prepare presentation materials, conduct the workshop, guide attendees through discussion, and draft a summary from the workshop. PDD staff will assist as necessary. If public gatherings are discouraged at the time of the workshop due to COVID-19, a virtual or non-traditional workshop will be held.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the task/deliverable due date listed in the Project Timeline.
- 1) Sign-in sheet or virtual attendance list, with the location, date, and time of the workshop
 - 2) Presentation(s)
 - 3) Brief summary report of the workshop
 - 4) Any materials created at the workshop (as applicable)

Task #4

- A. Title:** Adaption Action Area (AAA) Workshops Summary Document
- B. Goal:** The goal of the summary document is to inform the future development of an adaptation plan as well as to communicate to other agencies, elected officials and community leaders the community's priorities related to the AAA.

- C. Description:** Following the workshops, the consultant will draft a summary document or report which will include the assumptions presented at the workshops, information from each workshop (priorities for each Planning District) and a section that compiles or synthesizes the information from each workshop into community goals and objectives for the AAA overall. The intended audience for the document will be elected officials and community leaders and may include a technical addendum to help professional staff with future implementation.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the task/deliverable due date listed in the Project Timeline.
- 1) Summary report document from the workshops to be presented to elected officials and community leaders
 - 2) Technical addendum (if applicable)