

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2137**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: Adaptation Planning

2. GRANTEE Contact Information:

Organization Name: City of Atlantic Beach

Name of Authorized Signer: Shane Corbin

Title: City Manager

Address: 800 Seminole Road

City: Atlantic Beach

Zip Code: 32233

Area Code and Telephone Number: (904)247-5800

E-mail Address: scorbin@coab.us

3. GRANT MANAGER Contact Information:

Organization Name: Planning/Community Development Department

Name: Amanda Askew

Title: Principle Planner

Address: 800 Seminole Road

City: Atlantic Beach

Zip Code: 32233

Area Code and Telephone Number: (904)247-5841

E-mail Address: aaskew@coab.us

4. FISCAL AGENT Contact Information:

Organization Name: City Clerk Office

Name: Donna Bartle

Title: City Clerk

Address: 800 Seminole Road

City: Atlantic Beach

Zip Code: 32233

Area Code and Telephone Number: (904) 247-5809

E-mail Address: dbartle@coab.us

5. FEID No. (a.k.a. Tax ID#): 59-60000267 Seq No. 017

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: TBD

Name: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

Area Code and Telephone Number: _____

E-mail Address: _____

8. PROJECT LOCATION:

A. List of County(ies): Duval County

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

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.

Remainder of this page intentionally left blank.

II. WORK PLAN

- 9. PROJECT SUMMARY:** The City of Atlantic Beach is requesting funding to hire a consultant to assist the city in completion of complete an Adaptation Plan and build upon the Vulnerability Assessment completed in June of 2019. The City will hire a consultant to evaluate SLR predictions and engage stakeholders in determining appropriate and necessary actions to be taken to address social vulnerability and enhance resiliency effectiveness. Input will be reviewed in relation to the vulnerability assessment completed and the consultant will synthesize opportunities relating to the 5 strategies of adaptation planning. The strategies and projects suggested will be integrated into the local planning framework and updated Comprehensive Plan.
- 10. PROJECT DESCRIPTION:** The City of Atlantic Beach is one of three small coastal communities in northeast Florida that make up the “Beaches” of Jacksonville consisting of three-square miles of fully-developed area with approximately 14,000 residents. Although there is uncertainty relating to the change in rate of sea level rise, there is no uncertainty that sea level is rising in our area. As sea levels rise, incidents of nuisance flooding will increase and flooding due to severe weather events will affect larger areas of the City.

Recognizing this, the city conducted an extensive vulnerability assessment completed in June of 2019. The Vulnerability Assessment included 3 analyses 1) Sea Level Rise Projection Review- Projected for years 2044, 2069, and 2119 (25, 50 & 100 year scenarios), 2) Coastal Flooding Assessment – Analysis of future flood risks from increased storm surge elevations and wave heights due to sea level rise, 3) Vulnerability Assessment Support - Flood Maps Projections combining sea level rise, storm surge, tidal fluctuations, and extreme rainfall modeling. The vulnerability assessment was focused on providing a quantitative analysis of property, infrastructure and habitats within the City’s municipal boundaries under future predicted sea level scenarios using widely accepted scientific analyses to help determine what the effects may be and how they will impact residents and critical infrastructure.

To continue the efforts of preparing for the impacts of climate change, the City seeks to hire a consultant to build upon the Vulnerability Assessment and engage the public and key stakeholders in determining appropriate and necessary actions that should be taken to address vulnerability and enhance resiliency effectiveness. Input will be reviewed in relation to the vulnerability assessment completed and the consultant will synthesize opportunities relating to the 5 strategies of adaptation planning; Protection, accommodation, strategic relocation, avoidance and procedural.

The adaptation plan will consider policies, planning measures, future projects, etc. to help adapt to and mitigate for impacts to vulnerable areas of the City. A final draft of the Adaptation Plan will be presented at a second public meeting and to the City Commission for recommendation and approval. Based on other local priorities and financial opportunities, the strategies and projects suggested within the plan will be developed with the intention of being integrated into the local planning framework and the updated Comprehensive Plan.

11. PROJECT NEED AND BENEFIT:

- A. Explain the demonstrated need, which the project addresses.** As a dense coastal city, Atlantic Beach recognizes the eminent danger and effects it will need to address in relation to climate change. By hiring a consultant who has expertise in data research and resiliency planning, the city will ensure that the vulnerability identified are addressed and that the emerging planning practices and necessary information will be presented to the city and its citizens for consideration. Northeast Florida Regional Council (NEFRC), as a partner with the city in completing its Comprehensive plan updates, will support the implementation of this project and ensure it is not solely reliant on staff oversight. This partnership acknowledges the importance of planning ahead for the region in regard to adaptation and resiliency planning. It is timely to complete this Adaptation Plan with the development of other

planning documents so that the city can strategically identify projects to be completed in the coming years.

- B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP.** The development of an Adaptation Plan after recently completing the Vulnerability Assessment aligns with Priority Area #3. The city is also committed to collaborating with regional stakeholders including the NEFRC and the neighboring beach communities who are looking to conduct vulnerability assessments and adaptation plans of their own in relation to Priority Area #4. Atlantic Beach is leading the way in developing these proactive measures and with the help of the NEFRC as a conduit, will seek to collaborate with its neighbors to come up with comprehensive solutions for the region. The city will also conduct broad public outreach in the process of identifying the motivation and goals to ensure a resilient future for the city and citizens of Atlantic Beach. These tactics for community engagement go above that which is necessary meeting Priority Area 4.
- C. Discuss how the project is feasible and can be completed by the grant period deadline.** With the recent completion of the vulnerability Assessment the information and topics are of priority for the City Commission and the staff and there is momentum to continue the process with a full adaptation plan.
- D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.** We anticipate the adaptation plan will examine measures the City can take to ensure our infrastructure is resilient to increasing water levels and help determine critical thresholds for both the design and retrofitting of new and existing systems.

12. DESCRIPTION OF PROJECT OUTCOMES: The outcomes of this project will include an actionable Adaptation Plan with potential projects and recommendations that the City Commission can consider for inclusion in local planning frameworks including the CIP and LMS project lists and the updated Comprehensive Plan.

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	Grant Amount Awarded
Salaries & Fringe	Fixed Price	\$0	\$0	\$0	\$0
Contractual Services*	Fixed Price	\$10,000	\$25,000	\$5,000	\$40,000
GRANT AGREEMENT TOTAL		\$10,000	\$25,000	\$5,000	\$40,000

- A. Describe how the project costs was determined:** Based on cost estimates and actually costs incurred for conducting the Vulnerability Assessment in 2019.
- 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:
- What procurement process was utilized
 - Justification as to how & why you made your final selection.
 - For competitively obtained Sub-Contractor also include:
 - A list of all entities that you received bids/quotes from,
 - Names and addresses of those entities that provided bids/quotes,
 - 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	Review Vul. Assessment for key areas of adaptation needs and solicit public input	10/31/2020	\$10,000
2	Draft adaptation plan	02/29/2021	\$25,000
3	Public Meetings & Adaptation Plan Approval	04/29/2021	\$5,000
Total			\$40,000

- 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 SCHEUDLE:** 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:** Review of Vulnerability Assessment for Key Areas of Adaptation Needs
- B. Goal:** To identify the key findings from the Vulnerability Assessment and gain insights into the actionable opportunities presented by the findings that can be articulated into realistic goals and objectives to implement.
- C. Description:** The feedback from the presentation of the Vulnerability Assessment and potential adaptation measures will be taken into consideration for the development of the Adaptation Plan.
- 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) Technical memo summarizing key findings
 - 2) Copies of all workshop/meeting announcements/advertisements
 - 3) Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting
 - 4) Presentations and other meeting materials/handouts
 - 5) Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
 - 6) Any materials created at each workshop/meeting (as applicable)

Task #2

- A. Title:** Drafting of the Adaptation Plan
- B. Goal:** To effectively synthesize the results and take into consideration the local dynamics and opportunities for synergy and collaboration by drafting a plan that is flexible and effective at addressing the needs of the city moving into the future.
- C. Description:** Feedback from the first public hearing and stakeholder input will be evaluated along with additional research and refinement of potential actions to address the vulnerabilities will be drafted into an Adaptation plan.
- 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) Draft Adaptation Plan

Task #3

- A. Title:** Public Meeting to Review and Approve Adaptation Plan

- B. Goal:** To receive constructive feedback from the public that will enhance the applicability of implementation and garner local consensus on the potential projects and areas of impact.
- C. Description:** The Adaptation Plan will be presented before another special meeting to discuss the changes made after public feedback and further refinement with the final recommendations described. The presentation will be made at a special meeting and then recommendations for approval will be completed at the Commission Meeting.
- 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) Final Adaptation Plan
 - 2) Copies of all workshop/meeting announcements/advertisements
 - 3) Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting
 - 4) Presentations and other meeting materials/handouts
 - 5) Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
 - 6) Any materials created at each workshop/meeting (as applicable)