

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2119**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: Incorporating Resilience in Cape Canaveral's Comprehensive Plan

2. GRANTEE Contact Information:

Organization Name: City of Cape Canaveral
Chief Elected Official or Agency Head: Bob Hoog
Title: Mayor
Address: PO Box 326
City: Cape Canaveral
Zip Code: 32920
Area Code and Telephone Number: 321-868-1220
E-Mail Address: b.hoog@cityofcapecanaveral.org

3. GRANT MANAGER Contact Information:

Organization Name: City of Cape Canaveral
Name: David Dickey
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City: Cape Canaveral
Zip Code: 32920
Area Code and Telephone Number: (321) 868-1220
E-Mail Address: d.dickey@cityofcapecanaveral.org

4. FISCAL AGENT Contact Information:

Organization Name: City of Cape Canaveral
Name: John DeLeo
Address: PO Box 326
City: Cape Canaveral
Zip Code: 32920
Area Code and Telephone Number: (321) 868-1220
E-Mail Address: j.deleo@cityofcapecanaveral.org

5. FEID No. (a.k.a. Tax ID#): 59-0974636 Seq No. 006

6. WORK PERFORMED BY: (Select only one)

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

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

Organization Name: East Central Florida Regional Planning Council

Name: Tara McCue

Title: Director of Planning and Community Development

Address: 455 N. Garland Ave. Suite 414

City: Orlando

Zip Code: 32801

Area Code and Telephone Number: 407-245-0300

E-mail Address: tara@ecfrpc.org

8. PROJECT LOCATION:

A. List of County(ies): Brevard County, Florida

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

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:** The City of Cape Canaveral (City) will partner with East Central Florida Regional Planning Council (ECFRPC) and UF to develop peril of flood policies, building on previously-conducted stakeholder engagement, vulnerability analysis, research, and recommendations. This Team will audit the City’s Comprehensive Plan to incorporate resilience and ensure the proposed peril of flood policies do not conflict with other existing plans and policies. Workshops with City stakeholder will discuss the City’s legislative planning process and how policy recommendations from the process are adopted. Through the workshops, the Team will create a webinar to promote replications of the process.
10. **PROJECT DESCRIPTION:** The ECFRPC is actively forming a regional resilience collaborative to address the many existential climate change challenges facing our region, state, and world. The City is seeking to become compliant with the 2015 “Peril of Flood” Act (Sec. 163.3178(2)(f) F.S.) (“Act”) and to elevate resilience beyond the requirements of the Act. The City also seeks to incorporate innovative stormwater management strategies to alleviate current and future flooding impacts, and implement appropriate and complimentary policies and regulations that incorporate recommendations and techniques developed in the Resilient Cape Canaveral (“RCC”) project and identified in the Melbourne Beach Green Infrastructure (“MBGI”) project—both of which were funded by the Florida Department of Environmental Protection (FDEP) and managed by the ECFRPC.

These complementary projects provide an opportunity to further both the City’s and the ECFRPC’s forward-looking vision through this collaborative Project. The City will partner with the ECFRPC and the University of Florida’s IFAS | Extension: Program for Resource Efficient Communities (“UF”) (together, the “Project Team”) to accomplish this proposal.

Utilizing the Vulnerability Assessment completed in 2019 from a previous FDEP Resilience Planning Grant, the Project Team will review Cape Canaveral’s existing Comprehensive Plan policies (including new Act-implementing policies), stormwater plan, and land development regulations in light of the vulnerability assessment data to create better planning coordination both “horizontally” across the elements of the Comprehensive Plan and “vertically” through the City’s stormwater plan and land development regulations. The Project Team will utilize the Plan Integration for Resilience Scorecard (PIRS) evaluation approach, developed by Texas A&M University’s Institute for Sustainable Communities for this review.

The City, working in partnership with the ECFRPC and UF, will assess the data and develop recommendations for strengthening the Comprehensive Plan, stormwater plan, and land development regulations. The 2019 Vulnerability Assessment and strategy recommendations will provide the basis for developing feasible adaptation strategies for vulnerable areas, additional best practices, and various resilient development options into policy language for Comprehensive Plan amendments. These options will include recommended revisions to remove barriers or inconsistencies in the plans and regulations and include “Peril of Flood” Act policy language recommendations.

The Project Team will conclude with workshops for City stakeholders to review the Comprehensive Plan legislative process, its role in City governance, and policy recommendations resulting from the process. The content of these workshops will be captured in a webinar to further educate other local governments about the process and provide guidance to replicate this effort in other communities in the region—both coastal and inland, as appropriate—to provide a roadmap for our further resilience.

11. **PROJECT NEED AND BENEFIT:**

- A. **Explain the demonstrated need, which the project addresses.** After completion and adoption of the successful RCC project, the City will be in a position to advance the RCC project results by developing policies to comply with the “Peril of Flood” Act. Florida local governments often develop

specific “plans” separate and apart from the Comprehensive Plan, though all such plans should be consistent with the Comprehensive Plan. This project will build upon the RCC and MBGI projects by conducting a comprehensive horizontal resilience audit of the Comprehensive Plan and a vertical audit and integration of the stormwater plan and the City’s land development regulations. This approach will facilitate the City strategically advancing resilience in a more consistent manner. Collaborating with UF and employing the PIRS evaluation introduces to the region a new, resilience-based approach to evaluating and appraising Comprehensive Plans, which may provide a new best practice for other coastal and inland communities in Florida and beyond. Additionally, this project will further the data and analysis, research, and recommendations developed through a prior FDEP resilience planning grant by developing policy language for incorporation into the Comprehensive Plan, in the Coastal Management Element and other elements, and integrating the stormwater plan as well. Finally, best practices and strategies identified in the MBGI project will be replicated, as applicable, to the City as envisioned.

B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP. This proposal meets two goals and priorities for the FRCP. The Project will utilize data and analysis from the RCC and MBGI projects to develop and draft policy language for the Comprehensive Plan for City Commission adoption to comply with the “Peril of Flood” Act. The draft policies will include:

1. development and redevelopment strategies to reduce flooding impacts,
2. strategies to remove coastal real property from the federally-designated special flood hazard areas (SFHAs) and other areas prone to flooding,
3. site development techniques to reduce losses from flooding,
4. flood resistant building requirements,
5. construction control line policies, and
6. policies promoting participation in the National Flood Insurance Program’s Community Rating System.

In developing the “Peril of Flood” Act compliance policies, the Project Team will also consider potential Adaptation Action Areas (AAA) and associated policy language for inclusion in the Coastal Management Element.

C. Discuss how the project is feasible and can be completed by the grant period deadline. Through the partnership with the ECFRPC and UF, the Project Team will work collaboratively to accomplish the tasks proposed. The ECFRPC completed the RCC and MBGI projects with the City and are well versed in the base information for this Project. ECFRPC and UF are experienced in developing policies to comply with the “Peril of Flood” Act. This Project’s timeline is organized to complete the development of Coastal Element policies and the PIRS evaluation within the first half of the grant period. The next half of the grant period will be focused on the development of policies and recommendations to align other components and elements of the Comprehensive Plan and stormwater plan to address conflicts and incorporate additional strategies. The second half of the grant period will also conclude with City workshops and regional webinar with City collaboration in reviewing the Project findings, policy changes, and recommendations.

D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems. This Project proposes to develop strategies and policies aimed to improve resilience to flooding and functionality of stormwater processes, building on recent prior work (the RCC and MBGI projects) assessing all city resources/facilities and social vulnerability, thus the resulting recommendations will address these issues. Policy language developed through this process will incorporate strategies to reduce risk to vulnerable populations and City facilities, including identified historic resources.

- 12. DESCRIPTION OF PROJECT OUTCOMES:** The Project will result in a summary finding report describing the PIRS process and output recommendations. Using this information, the Project Team will develop a strike through / underline version of the relevant Comprehensive Plan, with new, refined, or updated goals, objectives, policies, and strategies to increase resilience in the City, together with specific recommendations for improving the stormwater plan. The overall Project will produce adoption-ready recommendations for Comprehensive Plan policy and stormwater plan integrations and updates. The Project process and outcomes will be presented at two (2) public meetings and recorded in a webinar for promulgation to assist local governments and professionals throughout the region.
- 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	\$55,000	\$7,500	\$2,500	\$65,000
GRANT AGREEMENT TOTAL		\$55,000	\$7,500	\$2,500	\$65,000

- A. Describe how the project costs was determined:** This cost was determined based on budget proposed by UF and expenses forecasted by ECFRPC.
- 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	Resilience in Cape Canaveral's Plans	2/28/2021	\$55,000
2	Public Engagement Meetings	04/28/2021	\$7,500
3	Public Engagement Webinar	04/28/2021	\$2,500
Total			\$65,000

- 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:** Resilience in Cape Canaveral's Plans
- B. Goal:** Increase resilience in City's Comprehensive Plan and stormwater plan through goals, objectives, policies, guidelines, and strategies.
- C. Description:** The Project Team will utilize the recommendations and techniques developed in the RCC project and as identified in the current Melbourne Beach Green Infrastructure project to develop "Peril of Flood" Act policies and--if deemed appropriate--Adaptation Action Areas parameters and strategies. The Project Team will draft proposed changes to the Coastal Element of the City's

Comprehensive Plan in strikethrough/underline format for consideration by Staff, the LPA, and adoption by the City Commission.

Simultaneously, the Project Team will use the PIRS to evaluate the City's Comprehensive Plan horizontally, and the City's stormwater plan and land development regulations vertically. The results of the PIRS evaluation and the previous RCC and MBGI projects will be employed to identify conflicts and recommended changes to the other elements of the Comprehensive Plan, the stormwater plan, and land development regulations. The Project Team will incorporate these findings into a report describing the process and detailing the recommendations.

The Project Team will collaborate with and receive input from City departments to work through the implementation of the recommendations. The Project Team will review the findings of the PIRS evaluation and recommendations as well as the drafted Peril of Flood policies with City staff, appointed and elected officials, and the public, and based on feedback and inputs, draft final proposed Comprehensive Plan, and stormwater plan revisions and recommendations for land development regulation changes.

- 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 report of current "Peril of Flood" Act and implementation policies, with track changes showing recommended revisions.
 - 2) Draft report of the PIRS findings, process and recommendations
 - 3) Draft of Goals, Objectives, and Policies (GOPs) for adoption into the Comprehensive Plan
 - 4) Timeline for Presentation of the GOPs to the local governing body
 - 5) Draft report in track changes for recommended revisions to comprehensive plan elements, stormwater plan, and land development regulations

Task #2

- A. Title:** Public Engagement Meetings
- B. Goal:** Educate City stakeholders in the importance of the Comprehensive Plan in community decision-making and future development and engage the public in the legislative planning process. Showcase the PIRS to the public and professional practitioners in the region, particularly in light of the challenges presented by climate change.
- C. Description:** In tandem with and upon completion of Task 1, the Project Team will hold a workshop for city stakeholders to educate them in the Comprehensive Plan legislative process and engage them with the proposed revisions to improve community resilience. Educating citizens and obtaining their input concerning plan amendments early in the process will help the City address community concerns, inform and remind stakeholders how their input over the past two years is transferred into plan policies for implementation. The Project Team anticipates greater public support as a result of this engagement process.
- 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) Copies of all workshop/meeting announcements/advertisements
 - 2) Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting

- 3) Presentations and other meeting materials/handouts
- 4) Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
- 5) Any materials created at each workshop/meeting (as applicable)

Task #3

A. Title: Public Engagement Webinar

B. Goal: Educate regional stakeholders in the importance of the Comprehensive Plan in community decision-making and future development and engage the public in the legislative planning process. Showcase the PIRS to the public and professional practitioners in the region, particularly in light of the challenges presented by climate change.

C. Description: Since the PIRS evaluation method is new to the region, the Project Team will conduct a webinar for the public, appointed and elected officials, and professional practitioners in the region to provide an overview of the PIRS process and how it was employed to improve the City's resilience planning. The webinar will also detail the process the City employed to identify vulnerabilities and develop policies to implement the "Peril of Flood" Act (including AAAs, if applicable) and other Comprehensive Plan element improvements. The Project Team will pursue AICP CMs, ASFPM CECs, and other continuing education credits for the webinar. The East Central Florida Regional Resilience Collaborative (a program of the ECFRPC) will facilitate marketing the webinar. The webinar will also function as an outreach tool for the education technical advisory committee, whose goal is to provide opportunities to build capacity and educate elected officials, professionals, and the public about resilience in the face of climatic challenges.

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) Copies of all announcements/advertisements for the webinar
- 2) List of attendees for the webinar
- 3) Presentation(s) from webinar with location, date, and time included
- 4) Any materials created during the webinar (as applicable)
- 5) Summary report of the webinar including attendee feedback and webinar outcomes.