

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2126**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: COMPREHENSIVE PLAN UPDATE

2. GRANTEE Contact Information:

Organization Name: City of Oak Hill

Name of Authorized Signer: Kohn Evans

Title: City Administrator

Address: 234 South US Highway 1

City: Oak Hill

Zip Code: 32759

Area Code and Telephone Number: 386-345-3522

E-mail Address: evansk@oakhillfl.com

3. GRANT MANAGER Contact Information:

Organization Name: City of Oak Hill

Name of Authorized Signer: Kohn Evans

Title: City Administrator

Address: 234 South US Highway 1

City: Oak Hill

Zip Code: 32759

Area Code and Telephone Number: 386-345-3522

E-mail Address: evansk@oakhillfl.com

4. FISCAL AGENT Contact Information:

Organization Name: City of Oak Hill

Name of Authorized Signer: Kohn Evans

Title: City Administrator

Address: 234 South US Highway 1

City: Oak Hill

Zip Code: 32759

Area Code and Telephone Number: 386-345-3522

E-mail Address: evansk@oakhillfl.com

5. FEID No. (a.k.a. Tax ID#): 59-1106999 Seq. No. 001

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, AICP
Title: Director of Planning and Community Development
Address: 455 N. Garland Ave.
City: Orlando
Zip Code: 32801
Area Code and Telephone Number: 407-245-0300 Ex 327
E-mail Address: tara@ecfrpc.org

8. PROJECT LOCATION:

A. List of County(ies): Volusia

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

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:** Due to the requirements set forth by the Department of Economic Opportunity in F.S. Chapter 163.3191, F.S. Chapter 163.3184 and Chapter 73C-49, the City is required to update all of its Comprehensive Plan Elements. This will consist of review and amendment of the Comprehensive Plan.
10. **PROJECT DESCRIPTION:** Review and amend the Future Land Use and Coastal Elements of the City's Comprehensive plan
11. **PROJECT NEED AND BENEFIT:**
- A. **Explain the demonstrated need, which the project addresses.** This is a required project and due to lack of staff and funds the City needs assistance in completing it.
 - B. **Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP.** The chapter in the City's Comprehensive Plan with the most needed changes is the Coastal Element. The changes to this element will dictate how the City protects its coastal areas and manage the growth that occurs in those areas.
 - C. **Discuss how the project is feasible and can be completed by the grant period deadline.**
The City and ECFRPC have laid out a time line that will easily be handled with no delay.
 - D. **Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.** The City's Comprehensive Plan will dictate the future of the City and these items will be addressed in the amendments.
12. **DESCRIPTION OF PROJECT OUTCOMES:** At the end of this project the City's Comprehensive Plan will include all important Flood Management information and update any antiquated information, as required by DEO.
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	Grant Amount Awarded
Salaries & Fringe	Fixed Price	\$	\$	\$
Contractual Services*	Fixed Price	\$12,500	\$12,500	\$25,000
GRANT AGREEMENT TOTAL		\$12,500	\$12,500	\$25,000

- A. **Describe how the project costs was determined:** Estimating the number of hours for the project and the times that by the planner hourly fee.
- 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	Future Land Use Element	07/30/2020	\$12,500
2	Coastal Element	7/30/2020	\$12,500
Total			\$25,000

- 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:** Future Land Use Comprehensive Plan Element review and amend
- B. Goal:** This Element will require significant amendments to comply with the States flood requirements.
- C. Description:** Review and amendment of the Future Land Use Comprehensive plan element.
- 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 of current Future Land Use Comprehensive Plan Element, and staff recommendations
 - 2) Draft of Goals, Objectives, and Policies (GOPs) for adoption into the Comprehensive Plan, in strike-through/underline format
 - 3) Final draft of the Future Land Use Comprehensive plan element
 - 4) Final report being provided to local government and
 - 5) Location, date and time of meeting to present draft to the City Commission
 - 6) Presentation and other meeting materials used in Commission presentation
 - 7) Minutes, records of votes, and/or resolutions approved at Commission meeting
 - 8) Copy of transmittal memo to the Florida Department of Economic Opportunity (FDEO)
 - 9) Copy of response from FDEO indicating approval, no challenge, or Objections, Recommendations and Comments

Task #2

- A. Title:** Coastal Comprehensive Plan Element review and amend.
- B. Goal:** This Element will require significant amendments to comply with the State requirements.
- C. Description:** Review and amendment of the Coastal Management Comprehensive Plan Element.
- 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 of current Coastal Management Comprehensive Plan Element, and staff recommendations
 - 2) Draft of Goals, Objectives, and Policies (GOPs) for adoption into the Comprehensive Plan, in strike-through/underline format
 - 3) Location, date and time of meeting to present draft to the City Commission
 - 4) Presentation and other meeting materials used in Commission presentation
 - 5) Minutes, records of votes, and/or resolutions approved at Commission meeting
 - 6) Copy of transmittal memo to the Florida Department of Economic Opportunity (FDEO)
 - 7) Copy of response from FDEO indicating approval, no challenge, or Objections, Recommendations and Comments