

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2103**

ATTACHMENT 3-A

I. TITLE PAGE

1. PROJECT TITLE: Resilient Coastal Program

2. GRANTEE Contact Information:

Organization Name: City of North Port

Name of Authorized Signer: Peter Lear

Title: City Manager

Address: 4970 City Hall Boulevard

City: North Port

Zip Code: 34286

Area Code and Telephone Number: 941-429-7000

E-mail Address: plear@cityofnorthport.com

3. GRANT MANAGER Contact Information:

Organization Name: City of North Port

Name: Nicole Galehouse

Title: Planning Manager

Address: 4970 City Hall Boulevard

City: North Port

Zip Code: 34286

Area Code and Telephone Number: 941-429-7098

E-mail Address: ngalehouse@cityofnorthport.com

4. FISCAL AGENT Contact Information:

Organization Name: City of North Port

Name: Angela Hollister

Title: Accountant II

Address: 4970 City Hall Boulevard

City: North Port

Zip Code: 34286

Area Code and Telephone Number: 941-429-7104

E-mail Address: ahollister@cityofnorthport.com

5. FEID No. (a.k.a. Tax ID#): 59-6072227 Seq No. 015

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: To be determined – project to go through procurement process

Name: _____

Title: _____

Address: _____

City: _____

Zip Code: _____

Area Code and Telephone Number: _____

E-mail Address: _____

8. PROJECT LOCATION:

A. List of County(ies): Sarasota

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

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 North Port is proposing to increase community resiliency by updating the Comprehensive Plan to comply with the Peril of Flood requirement. Recent studies and documentation, including sea level assessments, social vulnerability, FEMA flood mapping updates and various stormwater and disaster related plans will be incorporated into the Comprehensive Plan. A consultant will be hired to coordinate and hold community meetings and regional agency engagement. Information will be assessed and compiled to form an updated and sustainable Conservation & Coastal Zone Management Element of the Comprehensive Plan with associated adaptation action areas, goals, objectives and policies.

10. PROJECT DESCRIPTION: The City of North Port needs a robust and sustainable coastal resilience plan which addresses the challenges of growth, sea level rise, critical infrastructure and social vulnerability while protecting historical and natural resources. The City of North Port's Comprehensive Plan was minimally brought up to date in 2017 with an evaluation appraisal report. Over the past several years, North Port has experienced a steady increase in population and recently became the lead city for the North Port-Bradenton-Sarasota Metropolitan Statistical Area. According to the Bureau of Economic and Business Research 2019 data, the population is 73,652, up from 57,357 in 2010. The State Statute requirement, recent population growth challenges, updated plans and data necessitates adjustments to the framework and direction of the Coastal Element.

With this proposal, the City of North Port will hire a consultant to review and update the Coastal Management Element of the Comprehensive Plan to bring it in compliance with the Peril of Flood requirements. The consultant will assess existing plans, data and maps; engage outreach with local and regional stakeholders; and incorporate sea level rise resiliency, social vulnerability, stormwater mitigation, adaptation action areas and natural resource preservation into the Conservation & Coastal Zone Management Element of the Comprehensive Plan.

11. PROJECT NEED AND BENEFIT:

A. Explain the demonstrated need, which the project addresses. The entire City will be evaluated and addressed in the Comprehensive Plan element update, but preliminary assessment shows an area of primary concern. According to the Centers for Disease Control and Prevention (CDC) Social Vulnerability index, the City of North Port has one census tract, 27.21, at risk of social vulnerability. This census tract contains other crucial factors necessitating the City to fully address social vulnerability, updated risk information, sea level rise and adaptation action areas:

- Housing in the census tract is primarily wood frame constructed in the late 1970's which does not meet current building code and makes residential structures vulnerable to storms.
- The tract is located between tidally influenced Deer Prairie Creek and Myakkahatchee Creek, placing the properties at higher risk for flooding impacts with future sea level rise.
- The tract contains identified Florida scrub jay areas. The Florida scrub jay is Federally threatened.
- The tract contains the highest percentage of low to moderate income blocks in the City.
- The tract contains historical sites listed on the National Register, including Warm Mineral Springs and archaeological sites.
- The tract contains critical water and wastewater utilities infrastructure.
- The tract is a Qualified Opportunity Zone with available commercially zoned vacant land lacking infrastructure.

Based on the above considerations, this area will need to be reviewed and addressed carefully. Census tract 27.21 and the entire City will benefit from this project by having a sensibly planned and reviewed guide for future actions with community protection.

- B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP.** The City of North Port is located in Sarasota County and is required to have a Coastal Management Element in the Comprehensive Plan. A Sea Level Rise in Sarasota County Vulnerability Assessment plan was completed in February 2017 by the Southwest Florida Regional Planning Council and Central Florida Regional Planning Council and includes a critical infrastructure and social vulnerability assessment. The assessment needs to be incorporated into the Conservation & Coastal Zone Management Element of the Comprehensive Plan. This project will advance the City of North Port's resiliency by incorporating adaption action areas and associated stormwater management goals, objectives and policies into a draft proposed plan amendment and allow the City to comply with the Peril of Flood statute.
- C. Discuss how the project is feasible and can be completed by the grant period deadline.** According to the tentative timeline, applicants will be notified in May 2020 on award status. The City plans on proceeding with the procurement process in May 2020 after the award status is received. The scope of work will be drafted in May, allowing for solicitation in June, in conjunction with the grant contract. Solicitations and award will be completed by August 31, 2020. Two public stakeholder meetings would be held in conjunction with review of City data. The City will conduct social media polling and surveys. Preparation of the draft Conservation & Coastal Zone Management Element would then begin. All work and the final report will be complete before May 31, 2021.
- D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.** This project will address social vulnerability, vulnerability of historic resources and stormwater management systems. The Conservation & Coastal Zone Management Element will be updated to include findings from the Sea Level Rise in Sarasota County Vulnerability Assessment, which includes a critical infrastructure and social vulnerability assessment. The City also recognizes social and historic site vulnerability will need to be addressed in census tract 27.21. Addressing these issues inherently results in changes to stormwater management planning and system improvements which will be needed based on sea level rise data and new updated FEMA flood maps to address life and property protection. The project plan will also address disaster planning for supplies, food, emergency shelter and evacuation.

12. DESCRIPTION OF PROJECT OUTCOMES:

- Output: Hire Consultant to conduct stakeholder meetings and conduct an analysis of updated maps, plans and data.
- Outcomes: Draft comprehensive plan amendment in strike-through and underlined format which satisfies the Peril of Flood requirements in Section 163.3178(2)(f) Florida Statutes which will include a minimum of four examples of each strategy, principles, and related engineering solutions that reduce flood risk in the City of North Port and a minimum of four site development techniques that may reduce losses to the local government and property owners due to flooding.

- 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	\$0	\$0	\$0
Contractual Services*	Fixed Price	\$10,000	\$15,000	\$25,000
GRANT AGREEMENT TOTAL		\$10,000	\$15,000	\$25,000

A. **Describe how the project costs was determined:** Costs were determined based on the current consultant rates of \$150-\$250 per hour and estimated time to complete the changes needed to the Coastal Element. The City has recently hired a consultant for planning services and believes the rates will be similar in late spring 2020.

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	Data Review & Public Outreach	04/05/2021	\$ 10,000
2	Final Draft Conservation & Coastal Zone Management Element	05/31/2021	\$ 15,000
Total			\$25,000

15. **PERFORMANCE MEASURE:** 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:** Data Review and Public Outreach
- B. Goal:** The goal is to review the existing Conservation & Coastal Zone Management Element to determine the needs of the analysis. Additionally, this task will seek to gain community input on the needs of the City as it relates to resiliency.
- C. Description:** Task 1 consists of two different operations taking place concurrently. The consultant will need to review the existing Conservation & Coastal Zone Management element of the City's Comprehensive Plan. This will allow for a baseline to be set and for a determination to be made of the full scope of the deficiencies of the element and areas of opportunity. The consultant will also draft a public participation plan to allow for community involvement in the process. The proposal would need to consist of two virtual public workshops, as well as a social media campaign for input. Of particular importance, the public outreach will target the neighborhoods that make up census tract 27.21.
- 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 analysis of current Conservation & Coastal Zone Management Element
 - 2) Public participation plan
 - 3) Attendance lists from each workshop, indicating location, date, and time of workshop/meeting, including a map of Census Tract 27.21.
 - 4) Presentation(s) from each workshop/meeting

- 5) Brief summary report from each workshop/meeting
- 6) Any materials created for or at each workshop/meeting (as applicable)

Task #2

- A. Title:** Final Draft Conservation & Coastal Zone Management Element
- B. Goal:** An updated element that meets the Peril of Flood requirements and provides strategies for greater protection of City of North Port residents.
- C. Description:** Consultant will develop a draft comprehensive plan amendment in strike-through and underlined format which satisfies the Peril of Flood requirements in Section 163.3178(2)(f) Florida Statutes which will include a minimum of four examples of each strategy, principles, and related engineering solutions that reduce flood risk in the City of North Port and a minimum of four site development techniques that may reduce losses to the local government and property owners due to flooding. The draft amendment will be presented to the City Commission.
- 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 Draft Conservation & Coastal Zone Management Element that includes a minimum of four examples of each strategy, principles, and related engineering solutions that reduce flood risk in the City of North Port and a minimum of four site development techniques that may reduce losses to the local government and property owners due to flooding.
 - 2) Public meeting attendance lists to include location, date and time of meeting to present draft to the City Commission
 - 3) Summary/report of public meeting outcomes including any votes taken on the draft element.

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