Anticipated Funding Announcement: Community Planning Technical Assistance Grants, State Fiscal Year 2020-2021

Purpose

The Florida Department of Economic Opportunity (DEO) anticipates that the Florida Legislature will appropriate funding for Community Planning Technical Assistance (CPTA) Grants for state fiscal year (SFY) 2020-2021. CPTA Grants provide counties, municipalities and regional planning councils the opportunity to create innovative plans and development strategies to promote a diverse economy, vibrant rural and suburban areas and meet the requirements of the Community Planning Act, while protecting environmentally sensitive areas. Understanding that many Florida communities have been impacted by hurricanes Irma and Michael, CPTA grants may also be used for disaster recovery or resiliency planning and economic development.

Grant Request Submission Timeframe

Please submit a grant request for funding to DEO on or before Friday, June 5, 2020, at 11:59 p.m. Submitting a request for funding does not guarantee that funding will be provided. DEO will consider grant requests received by the above date and time before the grant requests received after the above date and time.

Eligibility

Community Planning Technical Assistance grants are available to:

- Counties and municipalities; and
- Regional planning councils that propose projects on behalf of or for the benefit of counties, municipalities or the region and that have support, in writing, from the counties or municipalities affected by the proposed grant project.

Grant Period

July 1, 2020 - June 30, 2021. DEO cannot accept requests for multi-year projects.

Project Completion

All projects should be completed by May 31, 2021.

Grant Type: Cost Reimbursement

At DEO's discretion, fixed price grant agreements may be considered on a case-by-case basis.

Typical Award Range

Grant awards typically range from $25,000 to $40,000, but award amounts may vary.

Project Types

The county, municipality or regional planning council develops projects that generally relate to community planning and economic development strategies that implement the requirements in the Community Planning Act. DEO encourages communities impacted by hurricanes Irma and/or Michael to apply for projects related to disaster recovery or resiliency. Previous grant projects include, but are not limited to: visual imaging for public projects; community redevelopment area plans and land development regulations; sea level rise impacts to stormwater outfalls in the Indian River Lagoon; amendments to comprehensive plans and land development regulations; and master plans for recreation, neighborhoods, infrastructure, urban design, etc. Applicants are encouraged to seek funding for innovative, creative or unique approaches to planning and development.

Request for Funding

Funding requests should include the following:

1. Letter Request

- The county, municipality or regional planning council should submit a letter request to DEO that identifies
  - The specific grant project and its significance to the community or region;
  - The product that will be produced under the grant;
  - The total amount of funding requested; and
  - Any additional information about the proposed project that the county, municipality or regional planning council chooses to include for DEO's consideration.
- Letter requests should be addressed to:
  - Mario Rubio, Director
    Division of Community Development
    Florida Department of Economic Opportunity
    107 East Madison Street, MSC 160
    Tallahassee, FL 32399-4120

- **NOTE:** For a county or municipality, DEO asks that the letter request be signed by the chief elected official or the county or city manager.

2. Scope of Work

- A proposed scope of work that describes:
- The deliverables, which are descriptions of the specific work to be performed, including a clear, meaningful and feasible implementation component;
- The deliverable due dates (the dates the deliverables will be received by DEO);
- The project documentation that will be produced and provided to DEO to demonstrate that the work described in the deliverable has been completed; and
- The cost or payment amount for each deliverable.

Scope of Work Examples

- The following links are to FY 2019-2020 Community Planning Technical Assistance grant agreements. The scopes of work in these grant agreements may be helpful in preparing a scope of work for this grant cycle (in particular, see scope of work paragraphs 2, 3 and 5 in each agreement):
- Hernando County – Develop a Master Plan for Anderson Snow District Park that will optimize park assets, plan for park upgrades, expand the park 43 acres, and identify opportunities for public/private partnerships while preparing a long-term vision that meets the needs of county residents.
- Liberty County – Collect analyzed data and prepare a long-term recovery plan that responds to the needs of Liberty County following Hurricane Michael. The long-term recovery plan will detail specific community actions to be taken, along with responsible parties and targeted funding sources, and follow the outline established by Florida's Post-Disaster Redevelopment Planning process and the National Disaster Recovery Framework.
- Loxahatchee Groves – Update and improve Loxahatchee Groves' planning "tool box," which includes creating and adopting a town GIS Future Land Use Map (FLUM) Series and Zoning Map Atlas.
- Monroe County – Update and streamline Monroe County Code Sections 114-2(a)(5) and 114-3 to reflect best practices in floodplain management. Update and republish the "Manual of Stormwater Management Practices" and "Layman's Brochure".
- Apalachee Regional Planning Council – Apalachee Online Phase 2: Expand platform funded with a FY 2018-2019 Community Planning Technical Assistance grant to include municipal future land use maps and create municipal websites to link the 27

municipalities in the region to the Apalachee Online resource. o Others are available upon request.

Budget

- A budget that outlines anticipated expenditures by category.
- Examples include:
  - Contracted services for consultants or subcontractors;
  - Salaries and fringe benefits for work performed in-house; and
  - Equipment needed directly for the requested project.
- If indirect costs are sought, they should be identified along with a formula for calculating indirect costs. A federally-approved indirect cost rate, in effect at the time the request is submitted, may be included in the request for DEO's consideration.