

Implementation Grant Pre-Application Worksheet

Items with a red asterisk are required and italicized text denotes informational text seen by scrolling over an “i” icon in the application portal.

Applicant Information

Applicant Account:

Applicant Grant Manager:

Applicant Authorized Signee:

Applicant Fiscal Agent:

Project Information

Choose the Entity Category (*Refer to 380.093(5), F.S., for more information*):

Choose the project type you are submitting (*Resilient Florida Program Project Type*). Select all that apply by holding "ctrl" button down:

*Project Title (*This should be a brief synopsis of the project plan. Limited to 20 words.*):

List the City(ies)/Town(s)/Village(s) (*List all city(ies)/town(s)/village(s) where work is to be performed*):

Project Location

o Latitude:

o Longitude:

Project Location narrative (*Neighborhood, part of town, intersection, etc*):

Will any of the work to be performed or fall on state lands?

Area Served (If applicable, area served only required for projects that mitigate risks on a regional scale):

Sponsor City/County (If applicable. If the applicant is the sponsor, leave blank.):

Background

Explain the demonstrated need(s) and how the project will address those needs. (Explain the demonstrated need which the project addresses.)

Explain how the proposed project fits into the Project Types chosen.

Project Scoring Criteria

Tier 1 Criteria Information

Does the project reduce risk of flooding or sea level rise identified in a comprehensive vulnerability assessment or the comprehensive statewide flood vulnerability and sea level rise assessment? If yes, please explain. (Until September 1, 2024, applicants without a comprehensive vulnerability assessment shall receive points based on risks posed by flooding or sea level rise identified an assessment, report, evaluation, or other documentation of risk that addresses flooding or sea level rise.)

Yes

No

Does the project reduce risk of compound flooding identified in a vulnerability assessment or the comprehensive statewide flood vulnerability and sea level rise assessment? If yes, please explain. (Until September 1, 2024, applicants without a comprehensive vulnerability assessment shall receive points based on risks posed by flooding or sea level rise identified an assessment, report, evaluation, or other documentation of risk that addresses flooding or sea level rise.)

Yes

No

Does the project reduce risk to or adapt a regionally significant asset? This can include relocation. If yes, please explain.

Yes

No

What percent of critical assets in the project impact area considered to be vulnerable? Please describe the method used to determine the percent selected as well as provide a list of critical assets in the project impact area. (*Vulnerable critical assets are those at risk of flooding based on applicable scenarios and standards outlined in paragraph 380.093(3)(d), F.S. Until September 1, 2024, if evaluation of those scenarios and standards is unavailable for the project impact area, best available data can be used to determine the percent.*)

None

At least one critical asset but less than 20%

20% or more but less than 40%

40% or more but less than 60%

60% or more but less than 80%

80% or more

Does the project contribute to existing flood mitigation projects that reduce upland flood damage cost by incorporating new or enhanced structure or natural system restoration and revegetation? If yes, please explain.

No

Yes, by incorporating new or enhanced structure

Yes, by incorporating natural system restoration and revegetation

Yes, by incorporating BOTH new or enhanced structure AND natural system restoration and revegetation

Tier 2 Criteria Information

What is the current frequency of flooding or erosion in the project impact area? (*If area has been flooded 3 times in 5 years or is experiencing ongoing erosion, supporting documentation must be submitted with the application*)

No current flooding or erosion

Has experienced flooding or erosion in the last 3 years

Has been flooded at least 3 times in the last 5 years or is experiencing ongoing erosion. If area has been flooded 3 times in 5 years or is experiencing ongoing erosion, please explain and provide documentation.

What is the current severity of flooding or erosion in the project impact area? (*If area has been flooded greater than 1 foot in the current and each of the previous three calendar years, been flooded for 7 consecutive days or erosion is critical for the asset class, supporting documentation must be submitted with the application*)

No current flooding or erosion

Flooding greater than 3 inches in last 3 years or has ever experienced unmitigated erosion

Flooded greater than 1 foot in the current and each of the previous three calendar years, has been flooded for 7 consecutive days or erosion is critical for the critical asset class. If area has been flooded greater than 1 foot in the current and each of the previous three calendar years, been flooded for 7 consecutive days or erosion is critical for the critical asset class, supporting documentation must be submitted with the application.

What is the status of project design? (*To receive points for a completed design, plans properly certified by a professional in the relevant field must be submitted with the application.*)

Not designed

Partially designed or site-specific environmental or geotechnical reports have been completed

Design is complete. To receive points for a completed design, plans properly certified by a professional in the relevant field must be submitted with the application.

Permitting and easement acquisition status. If applicable, please provide a list of necessary permits/easements and application statuses.

Necessary permits and easements have been identified

All permits have been applied for or at least one permit has been approved

All necessary permit(s) and easement(s) have been authorized/obtained

No permits or easements are required for the project

Are local funding sources committed as cost share or is the project in a financially disadvantaged small community as defined in 380.093(5)(e), F.S.? If yes, please explain and provide documentation.

Yes

No

Does the project include environmental habitat enhancement or nature-based solutions? If yes, please explain.

Yes

No

Does the project impact area include area that is identified as state or federal critical habitat for threatened and endangered species? If yes, please explain.

Yes

No

Is the project cost-effective? If yes, please explain.

Yes

No

Tier 3 Criteria Information

Is 50% local, state, or federal cost share secured for the project? If 50% cost share has been secured, please provide documentation with the application.

No (unless the project is in a financially disadvantaged small community)

Cost share has been identified but not appropriated or released

Cost share has been secured

The project is in a financially disadvantaged small community and cost share is not required

Has state funding previously been awarded for the project? If so, for what? Please explain and provide information sufficient for the Department to verify previous state funding. (Pre-construction activities are defined in s. 380.093(2)(c), F.S.)

Will this project exceed Florida Building Code flood-resistant requirements and local floodplain management regulations? If yes, please outline the specific requirements and details relating to how the design exceeds the criteria.

Tier 4 Criteria Information

Does this project include innovative technologies designed to reduce project costs and provide regional collaboration? If yes, please specify which technologies will be used and explain why they are innovative as well as how they will reduce cost and provide regional collaboration. (For this criterion, “innovative” means an emerging technology or a proven technology used in a unique way to adapt one or more critical assets to the effects of flooding or sea level rise.)

Yes

No

Does the critical asset being adapted or the project impact area contain a financially disadvantaged community? If yes, please explain the metric used to determine financial disadvantage (ex. Local income compared to state average).

Yes

No

Additional Information

Will this project benefit a spring? If yes, please explain.

Yes

No

Will this project protect water sources using alternative water supplies? If yes, please explain.

Yes

No

Will this project construct, upgrade or expand facilities to provide waste treatment? If yes, please explain.

Yes

No

Will this project convert septic to sewer? If yes, please explain.

Yes

No

Has this project been submitted to other programs for funding? If yes, please explain.

Yes

No

What is the population of your community? (Enter integer values only.)

Multiagency Information

The following information is for data collection purposes only and do not correlate with any of the project evaluation criteria.

Estimated Project Duration:

Permitting (Brief description of expected permit determinations necessary for project completion or relevant permit information once permitted.):

Lands, Easements, Rights of Way (Brief description of acquisitions or permissions necessary for project completion or relevant information once required.):

Critical Infrastructure (Select yes if this project includes critical infrastructure that is confidential or should be redacted from public records searches):

Yes No

Project located in a Coastal Zone?

Yes No

SLIP Study Required?

Source of Match:

Funding Mechanism (Program utilized or local funding mechanism.):

Local Project Phase:

Planning

Pre-construction (design, permitting, etc.)

Construction

Post-construction Monitoring

Closed

Project Work Plan

Project Summary (*Provide a brief synopsis of the project. Limited to 75 words.*):

Project Description (*This should be a concise summary of the work being done. It may explain the broader issue that the project will address or what the end goal of the work is. It should NOT restate the tasks or deliverables and should not give specifications or similar detailed descriptions. Limited to 300 words.*):

Uploads

Please upload documents necessary to evaluate your application fully. Suggested types of categories are listed below. Please make sure uploaded documents are named appropriately. Avoid using scanner assigned file names. You may also add your community such as 'community_filename.'

- GIS shapefile of project location. If you need a GIS Shapefile created for you, please contact (850) 245-7600.
- Map of project impact area (map must have a minimum scale of 1" = 200' and include a compass rose and legend)
- Geographic extent of the project area in GIS format
- Draft or signed resolution or letter of support from local governing board
- Vulnerability Assessment Report or other local study or report
- Final design and permitting documents (if applicable)
- Match or additional cost-share documents (if applicable)
- Subcontractor or other local or regional partnership agreements (if applicable)
- Optional: Applicant W-9
- Optional: Applicant Certificate of Insurance

If you are attempting to upload an unsupported file type, please place the file in a ZIP compressed folder before uploading.

Tasks

Applicants will be asked to include information on specific tasks they expect to complete as part of the proposed projects. At least one task is required to submit application.

Information necessary to complete each task entry includes:

- Task Number
- Task Title. Select task title from titles provided below. If your proposed task title is not available, leave the field as -None-, and enter additional task title in the "Title Other" field.
 - o Pre-design or feasibility study
 - o Data collection or study
 - o Stakeholder coordination and planning
 - o Design and permitting or pre-construction activities
 - o Project management
 - o Bidding and contractor selection (required to be included prior to construction of project includes construction)
 - o Construction
 - o Permit-required monitoring
 - o Public education
 - o Equipment purchase
 - o Land acquisition
 - o Site cleanup
 - o -None-
 - Title Other:

- Work performed by
 - Grantee only
 - Contractor only
 - Grantee and contractor
- Task Description: include a brief description of the work to be completed with the individual task.
- Goal: Provide a brief description of the goal of the individual task.
- Time to completion:
 - 1-6 months
 - 1 year
 - 2 years
 - 3 years
 - Other
- Select deliverables associated with the task. If the expected deliverable is not part of the pick list options provided below (can select all that apply to an individual task) enter into "other deliverable" field.
 - Final pre-design documents, feasibility study, or comparable certificate of completion, signed by a Florida-registered Professional Engineer. If applicable, the Sea Level Impact Projection study report.
 - Final report or study to include the process and methodology and any data gaps.
 - A summary report from each workshop or meeting, including attendee feedback and outcomes and a copy of all materials created at each workshop or meeting.
 - Final design documents signed by a Florida-registered Professional Engineer. If applicable, final permit documents from all appropriate state and federal regulatory agencies.
 - Project management reports signed by the Florida-registered Professional Engineer, to include a summary of project and site inspection(s), meeting minutes and field notes, as applicable.
 - Public notice of advertisement for the bid, complete bid package and written notice of selected contractor(s).
 - Final design and Certificate of Occupancy (if applicable) and Certificate of Completion signed by a Florida-registered Professional Engineer.
 - Copy of completed monitoring data, surveys, and final reports for the permit-required work and documentation of submittal to the appropriate state or federal regulatory agencies.
 - Copy of printed material for distribution, including text and graphics, link to website material developed and dated photograph(s) of installed materials at the project location, if applicable.
 - Purchase order(s) and vendor invoice(s) for delivery, installation and other necessary costs, as applicable.
 - Copies of all appraisals, the closing statement or all closing documents, title exam/insurance, property survey, boundary map and the deed, recorded easement or property interest.
 - Dated color photographs of on-going work and a signed acceptance of the completed work to date, as provided in the Grantee's Certification of Payment Request.

Other Deliverable: Include deliverables for the individual task if not included in the pre-filled deliverable pick list above.

Task Budget Category

This must be completed for each Task created in the previous section. Field include:

- Application Task Number: Select the number that corresponds to the information input in the previous section, "Tasks."
- Expense budget category: Select the appropriate response in the drop down menu, options listed below.
 - Contractual services
 - Salary/fringe
 - Equipment
 - Miscellaneous/other expenses
 - Land acquisition
- Budget amount
- Match amount: Total match for this task. If no match, put "0."

Task Personnel Grantee*

*Only required if grantee is performing work. Must be included for each Task included in the "Task" section.

- Application Task Number: Select the number that corresponds to the information input in the previous section, "Tasks."
- Position Title
- Maximum Hours (rounded to the quarter hour.)
- Maximum Hours Time Unit
- Maximum Hourly Rate (This value should be based on actual salary dollars, rounded down to the nearest penny.)
- Fringe Percent

Submittal - Grantee's Certification Statement

Before submitting, applicants must certify that:

1. This application is in all respects fair and submitted in good faith without collusion or fraud;
2. If selected through this application process, the recipient will work in good faith and in partnership with the Department of Environmental Protection to manage its subcontractors in a timely and accurate manner;
3. Any funds awarded as a result of this application process will not be used as match fund to apply for or receive other state funds without departmental review and approval;
4. The undersigned has full authority to bind the applicant.