

RESOLUTION NO. 2024-195

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE AND SUBMIT A GRANT APPLICATION TO FLORIDA DEPARTMENT OF COMMERCE FOR THE COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT PROGRAM.

RECITALS

WHEREAS, the County’s Office of Intergovernmental Affairs (OIA) coordinates with County Departments to identify grant opportunities that may provide funding opportunities to benefit the County; and

WHEREAS, staff have identified a new grant opportunity from Florida Department of Commerce (“Florida Commerce”) designed to support community planning and economic development strategies; and

WHEREAS, Florida Commerce issued a notice of funding availability for the Community Planning Technical Assistance Grant Program which requires applicants to submit a request for funding by May 10, 2024; and

WHEREAS, staff have identified projects that qualify for the grant program; and

WHEREAS, if the County is awarded grant funds, OIA will prepare an agenda item for the Board to accept and approve the grant agreement and recognize and appropriate the awarded grant funds; and

WHEREAS, it is in the best interest of the County to apply for this grant opportunity.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution and such Recitals are adopted as findings of fact.

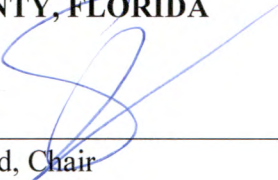
Section 2. The County Administrator, or designee, is authorized, on behalf the of the County, to execute and submit a grant application to Florida Commerce for the Community Planning and Technical Assistance Grant Program.

Section 3. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 7th day of May 2024.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

Rendition Date MAY 09 2024

By: 
Sarah Arnold, Chair

ATTEST: Brandon J. Patty,
Clerk of the Circuit Court and Comptroller

By: 
Deputy Clerk



Community Planning Technical Assistance Grants

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Community Planning

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Anticipated Funding Announcement: Community Planning Technical Assistance Grants, State Fiscal Year 2024-2025

Purpose

FloridaCommerce anticipates that the Florida Legislature will appropriate funding for the Community Planning Technical Assistance (CPTA) Grant Program for State Fiscal Year (SFY) 2024-2025. 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 statutory requirements for planning, while also protecting environmentally sensitive areas. Understanding that many Florida communities have been impacted by hurricanes, CPTA grants may also be used to assist with disaster recovery, resiliency and economic development planning.

Grant Request Submission Timeframe

Please submit a grant request for funding to FloridaCommerce on or before **Friday, May 10, 2024, at 11:59 p.m., Eastern Standard Time**. Submission of a request for funding does not guarantee funding will be provided. FloridaCommerce will consider grant requests received by the above deadline before grant requests received after the deadline has passed.

Eligibility

Community Planning Technical Assistance Grants may be available to:

- ▶ Counties and municipalities
- ▶ 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

The CPTA Grant Program coincides with SFY 2024-2025; therefore, the grant period is July 1, 2024 - June 30, 2025, and FloridaCommerce cannot accept requests for multi-year projects.

Project Completion

CPTA grantees are expected to complete their project by May 30, 2025.

Grant Type: Cost Reimbursement

CPTA grants are cost reimbursement grants.

Typical Award Range

CPTA grant awards may be up to \$75,000, but award amounts may vary.

Project Types

Projects should relate to community planning and economic development strategies that implement the requirements in the Community Planning Act. FloridaCommerce encourages communities to apply for projects related to planning for disaster recovery and projects that encourage workforce development strategies as well as workforce housing opportunities. Applicants are encouraged to seek funding for innovative, creative, or unique approaches to planning, development and infrastructure in their community.

Request for Funding

Funding requests should include the following:

1. Funding Request

- o A funding request letter to FloridaCommerce that identifies:
 - The contact person with their title, email address, phone number, and mailing address.
 - 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.
 - Any additional information about the proposed project that the county, municipality or regional planning council chooses to include for FloridaCommerce's consideration.

2. Scope of Work

- o A proposed scope of work that describes:
 - The deliverables, which are descriptions of the tasks to be performed under the deliverable, including a clear, meaningful, and feasible implementation component.
 - The deliverable due dates (the dates the deliverables will be received by FloridaCommerce).
 - The project documentation that will be produced and provided to FloridaCommerce to demonstrate that the work described in the deliverable has been completed.
 - The cost or payment amount for each deliverable.
- o **Scope of Work Examples**
 - The following links are to FY 2021-2022 Community Planning Technical Assistance grant agreements using the Florida Accountability Contract Tracking System. Executed agreements can be viewed under the Documents tab. 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):

- City of Pompano Beach – To develop a Sustainability Project Portfolio and Implementation Plan to establish a comprehensive portfolio of projects intended to meet the goals identified in the City of Pompano Beach's earlier sustainability planning efforts.
- City of Winter Haven – To complete a Community Redevelopment Area (CRA) Existing Conditions Inventory Report and Economic Analysis, CRA Plan Maps, and a CRA Plan Update Survey to update the 2000 CRA Plan for the Downtown CRA.
- Village of Indiantown – To develop the Indiantown Combined Mobility Plan and Mobility Fee Project to effectively move people and provide mobility choices that require a mobility plan that looks beyond just new and wider roads.
- City of Florida City – To prepare updates to the city's 2008 zoning map and 2007 Future Land Use Map. Revisions are being pursued to ensure the aforementioned Maps reflect all zoning and future land use data to include newly annexed properties within the City's boundaries.
- City of Treasure Island – To develop Phase I of the Treasure Island Resiliency Measures Implementation Manual. The manual will guide infrastructure and development projects that result in terrain modification throughout the City.
- Others are available upon request.

3. Budget

- o A budget that outlines anticipated expenditures by category.
- o Examples include:
 - Contracted services for consultants or subcontractors.
 - Salaries and fringe benefits for work performed in-house.
 - Equipment needed directly for the requested project.
- o 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 FloridaCommerce's consideration.

How to Submit the Grant Request Electronically to FloridaCommerce

- ▶ Requests may be submitted electronically through email to CPTAgrants@Commerce.fl.gov.
- ▶ FloridaCommerce prefers electronic submissions; however, mailed requests for funding are accepted and can be sent through U.S. Mail to:
 - ▶ Bureau of Community Planning and Growth
Division of Community Development
FloridaCommerce
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120
- ▶ **Note:** For a county or municipality, FloridaCommerce asks that the funding request letter, whether submitted by U.S. Mail or electronically, be signed by the chief elected official, the county manager, or city manager.

The availability of CPTA Grant funding is contingent upon approved appropriations for SFY 2024-2025.

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