

Attachment A

Budget and Scope of Work

PDRP Additional HMGP Grants Walton County Scope of Work

The Post-Disaster Redevelopment Plan developed under this scope of work will meet or exceed the standard of performance set by the previous six pilot community Post-Disaster Redevelopment Plans. These six plans represent a range of communities with varying demographics and levels of planning sophistication, therefore the recipient community may utilize the quality and length of these plans to judge the successful execution of this agreement. In addition, plans must be community-specific and will apply the guidance set forth in "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Task 1 – Stakeholder Group

The local PDRP Coordinator will form a stakeholder group to serve as an advisory body during plan development and continue to work on plan implementation after adoption of the Post-Disaster Redevelopment Plan. The PDRP Coordinator will work to include broad representation from the region's local jurisdictions and community stakeholders (realtors, engineering firms, homeowners associations, etc.) and will specifically invite representatives from the US Air Force, Navy, and US Coast Guard as well as non-governmental organizations and citizens from the region will be invited to attend. Membership will include representatives from the technical areas relevant for Post-Disaster Redevelopment Planning, including representatives with knowledge of: land use issues, infrastructure, housing, economic redevelopment, environmental, health and social services, finance and communication (general administration). The Stakeholder Group will meet 4 times minimum during the planning process. At least one of the meetings will be a public workshop in which issue identification is addressed to gain as much input as possible on the issues specific to the community that should be included in the plan. The other Stakeholder meetings will focus on gathering input on the draft deliverables of Tasks 3 through 10. For further guidance, reference pages 22-24 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Deliverables:

1. Stakeholder Group Roster
2. Stakeholder Group meeting agendas and minutes for all PDRP meetings

Task 2 – Coordination and Evaluation with the Florida Division of Emergency Management

The local PDRP Coordinator will submit a progress report every quarter and participate in progress meetings with the Division on a quarterly basis and as needed. Quarterly progress reports must include: significant activities and developments that have occurred or have shown progress during the quarter; percent completion and whether completion of work is on schedule; status of costs including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change; a statement of whether a request to extend the grant POP is anticipated.

Deliverables:

1. Quarterly Progress Reports

Task 3 – Local Plan Integration

An assessment of the county, region and local jurisdiction's existing local plans, policies and procedures as they relate to post-disaster redevelopment issues will be conducted, including at a minimum, local comprehensive plans, the local Comprehensive Emergency Management Plan, and Recovery Standard Operating Procedures, the Local Mitigation Strategy, and economic development plans for the county and cities. Other recommended plans that should be evaluated if available and relevant include, Long-Range Transportation Plans, land development codes, Strategic Regional Policy Plan, Disaster Temporary Housing Plans, Debris Management Plans, Transfer of Development Rights Programs, Continuity of Operations Plans for government, critical facilities and major industry, public-private partnership strategies, Long-Term Beach Management Plans, Community Redevelopment Area

plans, and other available local plans relative to post-disaster planning.

Issues or sections in these plans that are relative to the Post-Disaster Redevelopment Plan will be summarized in a crosswalk or other appropriate method. Recommendations of further integration of post-disaster issues into local plans will be developed and included as part of the action plan described in Task 8. This crosswalk can also be used to develop post-disaster policy interpretations as part of the implementation plan described in Task 9.

Additionally, a gaps analysis will be conducted of any policies and procedures lacking in the community that are necessary for the implementation of the Post-Disaster Redevelopment Plan. Post-disaster redevelopment policies and procedures that may need to be drafted include criteria and procedures for land acquisition after a disaster, criteria for siting of temporary housing or debris storage, temporary building moratorium ordinance, priority areas for redevelopment, historic review procedures, etc.

For further guidance, reference pages 10-13 and throughout chapter 3 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Deliverables:

1. Local Plan Integration Chapter
2. Recommendations on measures for plan integration to be included in the Action Plan
3. Recommendations on additional necessary policies and procedures to be included in the Action Plan

Task 4 – Institutional Capacity Assessment

An assessment of the county's revenues and resources available to implement the plan before and after a disaster will be developed. The PDRP Coordinator and Stakeholder Group will facilitate determining the local staffing, private sector assistance, and intergovernmental coordination capabilities as they relate to redevelopment after a disaster. The PDRP Coordinator and Stakeholder Group will conduct a gaps analysis for possible revenue and resource shortage scenarios and develop solutions to integrate into the financing strategy developed in Task 7. The information appropriate for public dissemination will be compiled into the Institutional Capacity Assessment chapter of the plan and the Action Plan chapter. Any sensitive information pertaining to institutional capacity will be compiled in a separate memo. For further guidance, reference pages 25-26 and throughout chapter 3 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Deliverables:

1. Institutional Capacity Assessment Chapter
2. Recommendations for improving institutional capacity

Task 5 – Vulnerability Identification

The county will develop a Vulnerability Assessment Chapter based upon review of all existing vulnerability analyses, such as those contained in the county's Local Mitigation Strategy, Comprehensive Emergency Management Plan, Regional Evacuation Studies, data analysis in the Local Comprehensive Plan. The chapter will specifically discuss known hazard and social vulnerabilities as they relate to the post-disaster redevelopment planning topics. For further guidance, reference pages 26-34 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities" and the "PDRP GIS Vulnerability Assessment Methodology Appendix."

Deliverables:

1. Vulnerability Identification Chapter

Task 6 – Outreach and Coordination Strategy

The county will develop a strategy for long-term recovery information collection and dissemination *before* and *after* a disaster. The strategy will also address regional and state coordination during disaster recovery and public participation in redevelopment decisions. For further guidance, reference pages 4-5, 14-15, 21, 113, 118-119 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Deliverables:

Outreach and Coordination Chapter

Task 7 – Financing Strategy

The county will develop a strategy that recommends how local revenues, reserves, and loans, state and federal assistance programs, private sector and non-profit contributions, mutual aid agreements and pre-established recovery contracts can be put into practice following a disaster. This strategy should match the county's anticipated needs with necessary funding resources and plan for stipulations of outside resources. A process for management of these additional resources in the aftermath of the disaster will be identified or included in the Action Plan of Task 8 for future development. For further guidance, reference pages 115-117 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities" and the "Post-Disaster Redevelopment Planning Funding Companion Handbook."

Deliverables:

1. Financing Chapter

Task 8 – Action Plan

Based on the findings of Tasks 3-7 as well as county input through the PDRP Stakeholder Group and the public workshops, post-disaster redevelopment goals/objectives and issues specific to the community and consistent with other local plans will be identified. A prioritized list of post-disaster redevelopment issues will be developed by the Stakeholder Group with public input, including the possible problems the county may face in recovering from a disaster as well as the possible opportunities that may arise after a disaster that they would want to take advantage of, i.e. issues of economic recovery. The goals, objectives, and issues will be accompanied by a list or matrix of actions/solutions to address each issue. The PDRP Coordinator and Stakeholder Group may decide to establish working groups for some of the issues that would include experts or stakeholders specific to those issues that are not members of the Stakeholder Group to better facilitate action plan development. The action/solution matrix must address responsible parties, timing, and cost considerations. The matrix should identify opportunities for cooperation (i.e., sharing of resources such as personnel, equipment, etc.) between jurisdictions and the mechanisms (Interlocal agreements, memoranda of understanding, etc.) to help ensure that such cooperation occurs. It should clearly identify actions that can be taken before a disaster to prepare the community from those that should be taken after a disaster as well as differentiate between short-term and long-term actions.

Deliverables:

1. List of post-disaster goals/objectives
2. Prioritized list of issues with short descriptions
3. Actions list or matrix

Task 9 – Implementation Plan

The county will develop a recommended process for implementation of the plan after a disaster based on discussions between the members of the Stakeholder Group, with oversight from the elected bodies from the county that best suits the county's institutional organization. Elements to be included in this chapter will be a milestone schedule for transition including instructions for plan activation and deactivation, a maintenance and update schedule and methodology, as well as, pre-disaster and post-disaster action plan implementation procedures. Recommended elements may include, exercise and training schedule and methodology and development of post-disaster recovery ordinances, interpretation of existing post-disaster policies that may be utilized (refer to crosswalk in Task 3). The Implementation Plan will be presented to the Committee for comments and approval. Once approved, it will be included in the final Post-Disaster Redevelopment Plan. For further guidance, reference pages 103-114 of the guidebook, "Post-Disaster Redevelopment Planning: A Guide for Florida's Communities."

Deliverables:

1. Post-disaster decision-making organizational chart
2. Implementation Plan Chapter

Task 10 – Final Plan

The county will compile the Post-Disaster Redevelopment Plan from the pieces developed in Tasks 3-9 and present it to the Stakeholder Committee for approval. Edits will be made to the plan based on Committee input and the PDRP Coordinator will provide to the Division a final digital, editable copy of the plan and any data sets created as well as 2 hardcopies of the final plan.

Deliverables:

1. Post-Disaster Redevelopment Plan
2. Final digital copy of Plan in both editable version and PDF
3. Digital copies of data sets created

**BUDGET -- WALTON POST-DISASTER REDEVELOPMENT PLAN
DELIVERABLE SCHEDULE 3/14/11**

Deliverable	Submission Date
Task 1: Stakeholder Committee <ul style="list-style-type: none"> • Committee Roster • Committee meeting agendas and minutes for all PDRP meetings 	Ongoing; 6/15/2011; 9/15/2011; 12/15/2011; 3/15/2012; 6/1/2012
Task 2: Coordination and Evaluation <ul style="list-style-type: none"> • Quarterly Progress Reports 	6/30/2011; 9/30/2011; 12/31/2011; 3/31/2012; 6/1/2012
Task 3: Local Plan Integration <ul style="list-style-type: none"> • Local Plan Integration Chapter • Recommendations on measures for plan integration to be included in the Action Plan • Recommendations on additional necessary policies and procedures to be included in the Action Plan 	9/15/2011
Task 4: Institutional Capacity Assessment <ul style="list-style-type: none"> • Institutional Capacity Assessment Chapter • Recommendations for improving institutional capacity 	11/15/2011
Task 5: Vulnerability Identification <ul style="list-style-type: none"> • Vulnerability Identification Chapter 	11/15/2011
Task 6: Outreach and Coordination Strategy <ul style="list-style-type: none"> • Outreach and Coordination Chapter 	3/15//2012
Task 7: Financing Strategy <ul style="list-style-type: none"> • Financing Chapter 	3/15/2011
Task 8: Action Plan <ul style="list-style-type: none"> • List of post-disaster goals/objectives • Prioritized list of issues with short descriptions • Actions list or matrix 	4/15/2012
Task 9: Implementation Plan <ul style="list-style-type: none"> • Post-disaster decision-making organizational chart • Implementation Plan Chapter 	5/15/2012
Task 10: Final Plan <ul style="list-style-type: none"> • Post-Disaster Redevelopment Plan • Final digital copy of Plan in both editable version and PDF • Digital copies of data sets created 	6/1/2012

**WALTON POST-DISASTER REDEVELOPMENT PLAN
PAYMENT SCHEDULE 3/14/11**

Deliverable	Invoice Date	TOTAL Invoice Amount	Reimbursement Amount	Required Match
Task 1: Stakeholder Committee	9/30/2011; 12/31/2011; 3/31/2012; 6/1/2012	\$10,000	\$7,500	\$2,500
Task 2: Coordination and Evaluation	NONE	\$0	\$0	\$0
Task 3: Local Plan Integration	9/30/2011	\$22,000	\$16,500	\$5,500
Task 4: Institutional Capacity Assessment	12/31/2011	\$16,000	\$12,000	\$4,000
Task 5: Vulnerability Identification	12/31/2011	\$10,666.67	\$8,000	\$2,666.67
Task 6: Outreach and Coordination Strategy	3/31/2012	\$10,666.67	\$8,000	\$2,666.67
Task 7: Financing Strategy	3/31/2012	\$10,666.67	\$8,000	\$2,666.67
Task 8: Action Plan	NONE	\$0	\$0	\$0
Task 9: Implementation Plan	NONE	\$0	\$0	\$0
Task 10: Final Plan	6/1/2012	\$5,333.33	\$4,000	\$1,333.33
TOTAL		\$85,333.34	\$64,000	\$21,333.34