



Fiscal Year 2015-2016 Community Planning Technical Assistance Grant

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Proposal Submission Deadline: June 17, 2015

The Department of Economic Opportunity (DEO), Division of Community Development is currently soliciting proposals for Fiscal Year 2015 - 2016 Community Planning Technical Assistance Grants. Grants awards will be based on project scope and merit. **Projects must be completed by May 31, 2016.**

Eligibility

Community Planning Technical Assistance grants are available to counties and municipalities. Regional Planning Councils may also be eligible for projects at a regional scale that include more than one county. All proposed projects must be related to implementation of the Community Planning Act. **Communities that are selected to participate in the Competitive Florida Partnership, an enhanced technical assistance opportunity, are not eligible to receive a separate Community Planning Technical Assistance Grant.** However, communities are encouraged to apply for both as only a limited number of communities will be eligible for the Competitive Florida Partnership.

Local Government Proposal

Interested local governments are to submit a letter of request and a proposed scope of work to DEO. The request should identify:

- ▶ The project and its importance to the community;
- ▶ The total amount of funding requested; and
- ▶ The product that would be produced as a result of receiving funding.

Scope of Work

The scope of work submitted with the letter of request must be in a table format and must describe:

1. The deliverables, which are the specific work to be done, for example, "hold advertised public workshop to review draft future land use element amendments."
2. The deliverable due date (the date the deliverable will be received by DEO).
3. Performance measures, which are the documentation that will be provided to DEO to demonstrate that the work described in the deliverable has been completed. For the deliverable example provided above, the performance measures would be "a copy of the advertisement for the public workshop, a copy of the minutes of the public workshop, and a copy of the draft future land use element amendments presented at the workshop in strike through and underline format."
4. The payment amount requested for each deliverable.

Examples of Scopes of Work

The following are examples of scopes of work in FY 2014-2015 technical assistance grant agreements that may be helpful in preparing a scope of work to accompany a letter of request:

- ▶ [East Central Florida Regional Planning Council](#) - Regional Evaluation and Assessment for the four Indian River Lagoon and St. Lucie River and Estuary Basin Management Action Plans (BMAPs)
- ▶ [Washington County Scope of Work](#) - Comprehensive Plan and Land Development Regulation Updates.
- ▶ [Apalachicola's Fiscal Year 2014 - 2015 Technical Assistance Grant](#) - Floodplain Management Planning Initiative.
- ▶ [Hillsborough County City-County Planning Commission Scope of Work](#) - Interstate 4 Tech Corridor Overlay.
- ▶ [City of LaBelle Scope of Work](#) - Farm Tour.
- ▶ [Deerfield Beach Scope of Work](#) - Complete Streets Implementation Plan.

How to Submit the Request to DEO

DEO prefers electronic submissions, but mailed proposals are also acceptable.

Submit requests electronically to CPTAgrants@deo.myflorida.com.

Submit requests by mail to:

- ▶ William B. Killingsworth, Director
 - ▶ Division of Community Development
 - ▶ 107 East Madison Street
 - ▶ Caldwell Bldg., MSC 160
 - ▶ Tallahassee, Florida 32399-4120

For further information regarding this proposal solicitation, please contact:

- ▶ Nia Clark
 - ▶ 850-717-8492
 - ▶ Nia.Clark@deo.myflorida.com
- ▶ Sherry Spiers
 - ▶ 850-717-8499
 - ▶ Sherry.Spiers2@deo.myflorida.com

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