

COMMUNITY DEVELOPMENT BLOCK GRANT –DR  
HURRICANE IRMA FUNDING PROPOSAL

INFRASTRUCTURE REPAIR PROGRAM  
APPLICATION

ROCK HARBOR BREAKWATER  
STRUCTURE, KEY LARGO

JUNE 15, 2020

MONROE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
2798 OVERSEAS HIGHWAY  
MARATHON, FLORIDA 33050



RHONDA HAAG  
DIRECTOR OF SUSTAINABILITY AND SPECIAL PROJECTS

# County of Monroe

## The Florida Keys



### BOARD OF COUNTY COMMISSIONERS

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June 22, 2020

Gina Herron  
Florida Department of Economic Opportunity  
Office of Disaster Recovery  
The Caldwell Building  
107 East Madison Street, MSC-400  
Tallahassee, Florida 32399

Dear Mrs. Herron,

It is with great pleasure that Monroe County is submitting this application for funding for the *Community Development Block Grant Program-Disaster Recovery, Rebuild Florida: Infrastructure Repair and Mitigation Program*. Monroe County is requesting \$1,200,000 to repair the Rock Harbor Breakwater Structure that protects 89 homes in an LMI area.

The Breakwater Structure is located in the Rock Harbor area of Key Largo, long known as a working class neighborhood where retirees on fixed income and industry workers reside. This area experienced high storm surges during Hurricane Irma, destroying many homes and causing significant flood and wind damage to others. During Hurricane Irma, the storm surge toppled the boulders over the breakwater, which prior to the storm was providing a significant level of resiliency and storm surge protection to the homes. With the breakwater structure now severely damaged, this low-lying subdivision is subject to frequent and persistent flooding due to storms, astronomical high tides, and sea level rise. Their homes are threatened now with storm surge and high waves that will come crashing through their living rooms in a storm event and potentially causing complete loss of their homes.

In addition, the breakwater provided a barrier to the heavy loading of floating seaweed coming in from the ocean during the extreme heat of the summer that now clogs their canals, causing severe water quality problems, respiratory and health issues and environmental disaster. Repairing the breakwater would help maintain better water quality in the canal systems near the breakwater, helping residents avoid respiratory distress and other health problems.

The *Rebuild Florida* programs are offering an array of community solutions to rebuild a stronger, safer, and more resilient Florida Keys. As an "Area of Critical State Concern" and a rural county, this priority coastal hardening project strongly emphasizes the grant's purpose to preserve low-income housing while mitigating against future damage to make the community more resilient. We encourage you to give this project favorable consideration for funding.

Sincerely,

Roman Gastesi  
County Administrator

# MONROE COUNTY CDBG-DR

## INFRASTRUCTURE REPAIR AND MITIGATION PROGRAM GRANT APPLICATION



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## **Section 2: Monroe County Applicant Information Form**

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**APPLICANT INFORMATION FORM**

LOCAL GOVERNMENT INFORMATION					
Local Government Applicant:				Eligible County:	
Local Contact:				DUNS #:	
Title:			E-mail:		
Mailing Street Address:				Phone Number	
City:	State:			Zip Code:	
Executive Official with Authority to Sign Application:				Phone Number	
Title:			E-mail:		
Executive Official Address (if different):					
City:	State:			Zip Code:	
Please list any other UGLG members of this Application Team, if any:	Contact Person:		Email Address:		
Please confirm you submitted a signed resolution authorizing Executive Official to sign application and certifications.				Yes:	<input type="checkbox"/>
				No:	<input type="checkbox"/>

APPLICATION PREPARER INFORMATION				
Application Preparation Agency or Firm:				
Contact:				
Address:				
Phone Number:	Email:			
Check Type of Agency Preparing Application:	Private Firm:	<input type="checkbox"/>	Government Agency:	<input type="checkbox"/>
	Regional Planning Council:	<input type="checkbox"/>	Other, specify:	

APPLICATION INFORMATION				
Total CDBG-DR \$ Requested:				
List jurisdictions for proposed recovery activities (municipalities, Tribal governments, unincorporated areas):				
Please confirm the local government covered by the National Flood Insurance Program?			Yes:	<input type="checkbox"/>
			No:	<input type="checkbox"/>
Please confirm the proposed activities are consistent with the local comprehensive plan?			Yes:	<input type="checkbox"/>
			No:	<input type="checkbox"/>



## **Section 3: Monroe County Infrastructure Proposal Information Form**

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## PROPOSAL INFORMATION FORM

<b>Applicant Project</b>	Date:
<b>Name Location</b>	
<b>Address Project</b>	
<b>Description</b>	
<b>Total CDBG DR Funds Requested</b>	Use Budget template to calculate total units served and estimated CDBG-DR funds per unit

**I. CDBG DR THRESHOLD COMPLIANCE**

NOTE: DEO will not approve proposals where a CDBG-DR National Objective is not met and Eligible Activities are not included.

**A. National Objective:** Please mark "Yes" in box next to which National Objective:

Low- / Mod-Income Area                      Urgent Need

**1 List all the Florida Congressional and Legislative districts to be serviced by this project.**

**2 List the total population, Low-Mod population and the percent of the population that is Low Mod for the service area.**

Total Service Area Population:	# Low-Mod Income Households:	% Low-Mod Households:
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**3 Provide a brief description of how the service area was determined.**

**B. Eligible Activity**

Please mark "Yes" in box next to the **Eligible Activity** your program or project will serve:

- Restoration of infrastructure (e.g. water and sewer facilities, streets, generators, debris removal, drainage, bridges, etc.);
- Public facilities such as emergency community shelters;
- Demolition, rehabilitation of publicly or privately owned commercial or industrial buildings; and
- Re-nourishment of protective coastal dunes systems

Please mark "Yes" to specify **Vulnerable Populations** to be served:

- Transitional housing, permanent supportive housing, and permanent housing needs of individuals and families that are homeless and at-risk of homelessness
- Prevention of low-income individuals and families with children from becoming homeless
- Special needs of persons who are not homeless but require supportive housing

**C. Unmet Needs**

**NOTE:** All CDBG-DR activities must clearly address an impact of the disaster. Mitigation or preparedness activities that are not part of rebuilding efforts are generally ineligible as CDBG-DR recovery activities.

**Unmet Need Tied to the Hurricane Irma Disaster Event.**

Describe how the proposed activity will address an Unmet Need tied to the impact of damage from the disaster.

- 1**
  
  
  
- 2 Describe how proposed program or project primarily addresses Unmet Housing Needs as specified in CDBG-DR Action Plan.**

**3 Specify Units and Funding Serving LMI Populations and Cost Benefit Analysis**

Proposed CDBG-DR Contract Amount	Total Estimated Units	Maximum CDBG-DR Assistance Per Unit	% of Units Serving LMI Populations	# Units Serving LMI Populations	Grant \$ Serving LMI Populations

4 Describe how proposed program or project **primarily serves Low- and Moderate-Income populations** as specified in CDBG DR Action Plan.

5 **Infrastructure Improvements**, provide a brief description of how proposed improvements **primarily serves housing serving Low- and Moderate-Income populations** as specified in CDBG-DR Action Plan.

6 Describe how the proposed infrastructure improvements aligns with local mitigation and resilience plans.

**II. MANAGEMENT CAPACITY**

1 Describe roles of key staff, contractors and/or vendors in operations management of the proposed CDBG-DR funded program and/or project. List any additional staff to be hired and/or procured and for what roles.

2 a. What is the *experience and capacity of key members of the management team?*

b. Describe any projects comparable to the one in this application that the applicant has administered in the last five (5) years.

c. Please provide an assessment of what worked well, what needed improvement and steps taken to resolve such capacity gaps.

3 If the management team is not fully formed, please provide a description of the **procurement process** the Applicant will follow to cultivate program and project management capacity.

4 If allocated CDBG-DR funds and if needed, what is your strategy to augment staff and operations management capacity? What is your plan for program and project management in terms of hired staff, contractors and/or vendor?

✓ Organization Charts and description of roles are encouraged, but not required for this Application.

5 **Citizen Complaint Policy**

Does the applicant have a citizen complaint policy, acquisition and relocation policy, housing assistance plan and procurement policy in place that meets HUD guidelines?

Citizen Complaint Policy

As this is a requirement for funding, please see the CDBG website for examples:

Acquisition and Relocation Policy

<http://floridajobs.org/docs/default-source/office-of-disaster-recovery/hurricane-irma/irma-comprehensive-policies-and-procedures-draft-5-3-2019.pdf?sfvrsn=2>

Housing Assistance Plan

Procurement Policy

**III. READINESS TO PROCEED**

A. Select "Yes" or "No" for key factors achieved to support that the program or project is ready to proceed:

Supporting Documentation

Site Control:

Zoning & Community Approval:

Environmental Clearance:

Procured and Contracted Members of Development and Construction Team:

Commitment of Matching Funds:

B. Describe any issues and proposed solutions to address Readiness To Proceed:

C. Confirm you submitted a **Production Work Plan** that shows on a month-by-month basis how much time and staff needed to achieve key Milestones

**IV. COST REASONABLE BUDGET**

**A.** Proposal budgets must reflect cost reasonableness and affirmative efforts to leverage CDBG-DR funds with additional funding to address unmet needs. Budget narrative reflects research, quotes and/or contracted pricing for proposed programs and projects.

Provide a **Budget Narrative** that describes:

1. Cost estimates and sources of funding. Approach to managing and paying for proposed program or project.

2. Basis of cost estimates and method for generating cost reasonable budget. Provide quotes, bids, schedules and/or estimates from other comparable projects.

3. Description of how proposed project shall not duplicate benefits as specified in CDBG-DR Action Plan.

**B. Leverage and Committed Additional Sources.**

Source	Amount	Committed (Yes / No)	If not committed, list status towards reaching commitment
<b>total:</b>			▪ List \$ value of Waiver of Local Impact Fees if available.
If additional funds committed, provide copies of commitment letters or other evidence of commitment.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm that the proposed funding request is for <b>FEMA PA program or project match</b> and submit PA commitment			<input type="checkbox"/> Yes <input type="checkbox"/> No

**V. STORM DISASTER RESILIENCE**

**1** Describe how the proposed CDBG DR-funded program and/or project will pro-actively invest in resilience to damage from future storms as specified in the Federal Register and Action Plan.

**VI. SUPPORTING DOCUMENTATION**

**A. Service Area Maps**

For Infrastructure and Economic Revitalization proposals, please provide a Map with an overlay that clearly shows:

- 1 Project Location and/or Service Area
- 2 Low- and Moderate-Income Service Area
- 3 Most Recent Flood Plain Map

**B. Other Considerations**

Describe any other regulatory reviews such as Federal or State review or regulatory system which may have jurisdiction over the proposed activity(s), such as, federal programs of the Corps of Engineers and the Environmental Protection Agency; and State programs.

**VI. CERTIFICATION**

As authorized Executive Officer, I certify that staff, contractors, vendors and community partners of our storm recovery initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate.

Signature:

Name:	Date



## Section 4: Monroe County Budget

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**Rock Harbor Breakwater Repair - Design, Permitting, Procurement, and Construction  
Monroe County, Key Largo, FL**

**1. DESIGN, PERMITTING, AND PROCUREMENT**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY TIER	UNIT RATE	TOTAL
1	Topographic and Bathymetric Survey	Lump Sum	1	\$10,180.30	\$ 10,180.30
2	Ecology, Site Recon	Lump Sum	1	\$6,189.60	\$ 6,189.60
3	Engineering, Site Recon	Lump Sum	1	\$3,663.20	\$ 3,663.20
4	Permitting Preapplication Meetings (SFWMD, ACOE, FKNMS, FDEP and Monroe County)	Lump Sum	1	\$2,112.00	\$ 2,112.00
5	Development of Final Construction Drawings, Specifications, Engineer's Construction Cost Estimate	Lump Sum	1	\$25,848.00	\$ 25,848.00
6	Prepare-Submit Permit Applications(SFWMD, ACOE, FKNMS, FDEP and Monroe County)	Lump Sum	1	\$12,756.00	\$ 12,756.00
7	Development of RFP, attend pre bid meeting, and review submittals	Lump Sum	1	\$8,284.00	\$ 8,284.00
<b>Design, Permitting, Procurement Subtotal</b>					<b>\$ 69,033.10</b>

**2. CONSTRUCTION - BREAKWATER REPAIR**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY TIER	UNIT RATE	TOTAL
1	Mobilization and Demobilization	Lump Sum	2	\$50,000.00	\$100,000.00
2	Supply: 2.5'-4' Lime-rock Boulders	TN	5000	\$75.00	\$375,000.00
3	Install: 2.5'-4' Lime-rock Boulders	TN	5000	\$50.00	\$250,000.00
4	Supply: 12" – 18" Stabilization Stones	TN	1500	\$50.00	\$75,000.00
5	Install: 12" – 18" Stabilization Stones	TN	1500	\$50.00	\$75,000.00
6	Remove old boulders impeding navigation	TN	600	\$50.00	\$30,000.00
7	Supply & Install Turbidity Barrier	FT	1200	\$50.00	\$60,000.00
<b>Construction - Breakwater Repair Subtotal</b>					<b>\$965,000.00</b>

**3. CONSTRUCTION ENGINEERING INSPECTIONS AND ADMINISTRATION**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY TIER	UNIT RATE	TOTAL
1	Daily inspections to confirm compliance with permits, plans, and specifications. Bi-weekly conference calls with Client to go over the schedule and budget. Prepare CEI report and close out documents for grant including, reimbursement package and as-built certification.	Lump Sum	1	\$96,500.00	\$96,500.00

**4. CONTINGENCY**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY TIER	UNIT RATE	TOTAL
1	Contingency for fluctuations in material cost, permit fees, etc.	Lump Sum	1	\$113,053.31	\$113,053.31
<b>TOTAL</b>					<b>\$1,243,586.41</b>



## 5. Monroe County Service Area Map

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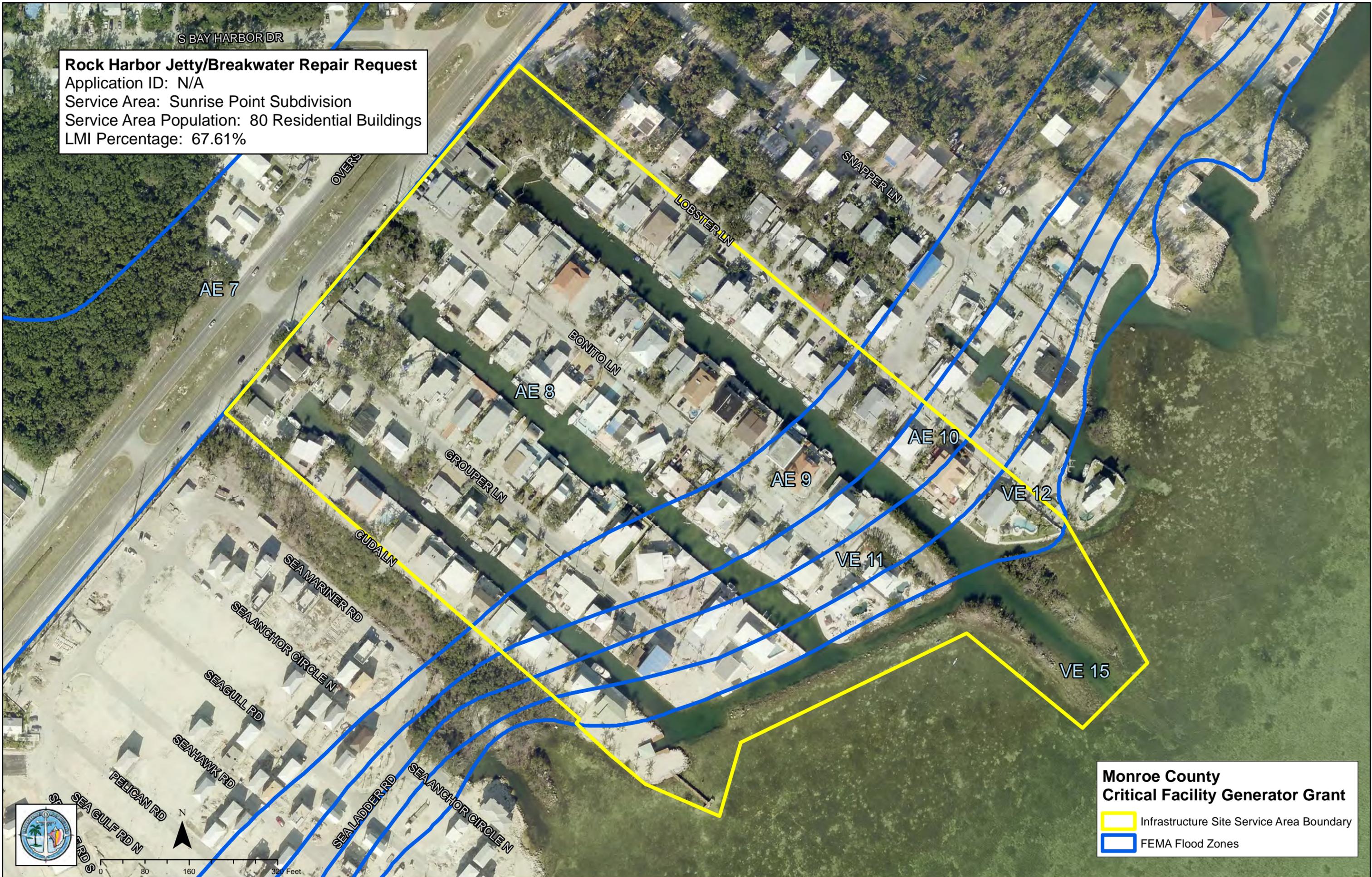
**Rock Harbor Jetty/Breakwater Repair Request**

Application ID: N/A

Service Area: Sunrise Point Subdivision

Service Area Population: 80 Residential Buildings

LMI Percentage: 67.61%



**Monroe County  
Critical Facility Generator Grant**

-  Infrastructure Site Service Area Boundary
-  FEMA Flood Zones



## Section 6: Monroe County Work Plan

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CDBG Work Plan – Rock Harbor,FL Breakwater Structure Repairs

Milestone	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	April 2021	May 2021
BOCC grant acceptance and execution	X											
Award of Task Order to On-Call Engineer		X										
Permitting Application and Approval			X	X	X	X						
Meet with Community			X			X			X			
Prepare and finalize specifications and procurement package				X	X	X	X					
Competitive Construction Vendor Bidding								X	X			
Vendor Award										X		
Notice to Proceed (NTP) Issued to Contractor										Construction to begin within 15 days of award Project to take 60 days		

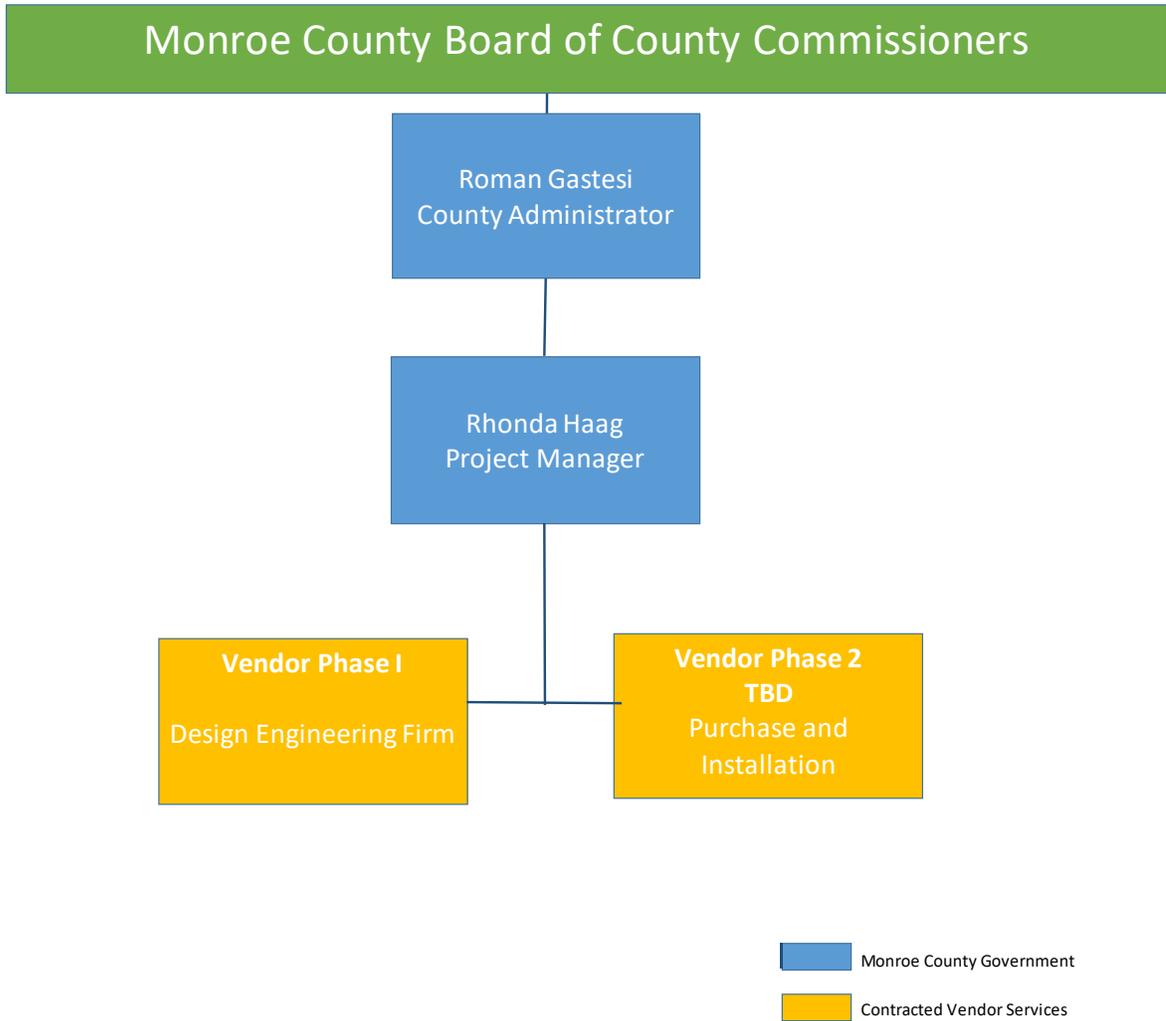




## Organization Chart and Team Roles

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# Monroe County Project Organization Chart



## Staff, Contractor, and Vendor Roles, Responsibilities and Level of Effort



Name	Position	Roles and Responsibilities	Level of Effort (hours/month)
<b>Kevin Wilson</b>	Project Administrator	Review and approve all policy, legal, and budgetary issues related to the Project	5 hrs
<b>Rhonda Haag</b>	Project Manager	Approve project work plan, design and construction tasks; monitor federal, state, and local administrative and legal rules, regulations, and requirements including CDBG-DR requirements; approve grants and contracts;  Process all project invoices and grant reimbursement requests	10 hrs
		Develop and implement project work plan; manage all design and construction tasks working with vendors; implement federal, state, and local administrative and legal rules, regulations, and requirements including CDBG-DR requirements; manage grants and contracts	10 hrs
<b>Vendor Phase 1 - TBD</b>	Design Engineering and Permitting Firm	Implement all design-engineering and permitting tasks for project	200 hrs during design Phase 1
<b>Vendor Phase 2 - TBD</b>	Construction Contractor	Implement all construction tasks	100 hrs per team members during Phase 2
<b>Vendor Phase 3</b>	Construction Inspection	Monitor the construction process in compliance with local, state, and federal regulations	Estimated 160 hrs per month