

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: CM738**

ATTACHMENT 3

Project Title: City of St. Marks Coastal Resiliency Grant Project

Grantee

Organization Name: City of St. Marks
Chief Elected Official or Agency Head: Zoe Mansfield
Title: City Manager
Address: P.O. Box 296, 788 Port Leon Drive
City: St. Marks
Zip Code: 32355
Area Code and Telephone Number: (850) 925-0426
Area Code and Facsimile Machine Telephone Number:
E-Mail Address: cityofst.marks@comcast.net

Project Manager

Organization Name: City of St. Marks
Name: Zoe Mansfield
Address: P.O. Box 296, 788 Port Leon Drive
City: St. Marks
Zip Code: 32355
Area Code and Telephone Number: (850) 925-0426
Area Code and Facsimile Machine Telephone Number:
E-Mail Address: cityofst.marks@comcast.net

Fiscal Agent

Organization Name: City of St. Marks
Name: Zoe Mansfield
Address: P.O. Box 296, 788 Port Leon Drive
City: St. Marks
Zip Code: 32355
Area Code and Telephone Number: (850) 925-0426
Area Code and Facsimile Machine Telephone Number:
E-Mail Address: cityofst.marks@comcast.net

Mailing Address for Warrant (if other than the Grantee address): N/A

FEID No.: 59-1056133

DUNS No.: 025253188

Location:

City of St. Marks, Wakulla County, Florida
30°9'33"N 84°12'26"W

Project Description: The City of St. Marks is a small coastal City located in the Big Bend region of Florida south of Tallahassee. The City is largely built out and has historically experienced significant flood events and resulting damage to property and infrastructure. However, the City has not previously quantified the extent of land uses, structures and infrastructure occurring within forecasted sea level rise inundation areas. The overall project is designed to evaluate the City's vulnerability to sea level rise (SLR) and evaluate and recommend policy alternatives to reduce the City's vulnerability over time. The general approach will utilize the Army Corps of Engineers SLR Model to map potential inundation areas based on two forecasted sea level rise scenarios (intermediate and high); use GIS software to join inundation layers (in one-foot flood depth increments) to parcel level data, future land use and infrastructure data sets

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to allow for an evaluation of the relative vulnerability of land uses, structures and infrastructure within the forecasted identified inundation areas; evaluate policy options, including engineering solutions, to minimize and mitigate the potential damage from SLR inundation; and draft policies setting forth strategies deemed feasible for the City of St. Marks, including potential land use, regulatory, incentive-based, education, funding and potential engineering solutions to strengthen the City's resiliency to sea level rise and ability to recover from flooding.

The work will be divided into two phases with the first phase focused on the vulnerability assessment, and the second phase focused on the policy analysis and drafting of alternative policy options for the City's consideration. The vulnerability analysis, policy evaluation and draft policies are intended to satisfy the requirements of s. 163.3178(2)(f), F.S., as related to coastal planning to strengthen the City's ability to avoid, minimize, and mitigate flood damage due to sea level rise and to recover from flood events. Public workshops will be an important component of this effort in order to educate the public and inform City officials regarding the City's relative vulnerability to sea level rise, the potential impact on homes, businesses and infrastructure, and practical policy options to reduce and mitigate that risk, while allowing for appropriate economic development within this coastal city.

Total Budget Summary:

Grantee will complete all Tasks and submit one invoice for all Deliverables to the Department as set forth in the below project timeline. Stearns Weaver Miller Weissler Alhadeff & Sitterson, PA is under contract with the City of St. Marks, and subject to the approval of the grant, will complete the Tasks and Deliverables in coordination with, and on behalf of, the City. See specific tasks below for a breakdown of the grant funding by task.

	Grant
AGREEMENT TOTAL	\$25,000

TOTAL GRANT FUNDS

Categories of Grant Funds	Contractual
Task 1:	\$3,000
Task 2:	\$2,000
Task 3:	\$1,000
Task 4:	\$3,000
Task 5:	\$2,500
Task 6:	\$2,500
Task 7:	\$5,000
Task 8:	\$3,000
Task 9:	\$3,000
SUB TOTAL by Category:	\$25,000

PROJECT TIMELINE: The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

Task No.	Task or Deliverable Title	Task Start Date	Task End Date	Deliverable Due Date
1	Sea Level Modeling and Mapping	8/1/18	9/30/18	9/30/18
2	Parcel Level GIS Overlay/Mapping	10/1/18	10/31/18	10/31/18
3	Future Land Use GIS Overlay/Mapping	11/1/18	11/30/18	11/30/18
4	Infrastructure GIS Overlay/Mapping	12/1/18	12/31/18	12/31/18
5	Risk Assessment and Public Workshop	1/1/19	1/31/19	1/31/19
6	Phase 1 Summary Report	2/1/19	2/28/19	2/28/19

7	Policy Evaluation/Report	3/1/19	3/31/19	3/31/19
8	Draft Recommended Policies/ and Public Workshop	4/1/19	4/30/19	4/30/19
9	Prepare Final Report	5/1/19	5/30/19	5/30/19

This schedule assumes the notice to proceed will be issued by July 1, 2018 and provides approximately two weeks leeway prior to the December 31, 2018 due date for submittal of all final deliverables. It is understood that the Department will review each draft deliverable to confirm that it fulfills the requirements as specified by the Performance Measure and Task Description. It is our intent to proceed with each task immediately upon submittal of the previous task draft deliverable, but also to address any comments provided by the Department for each draft deliverable as the work proceeds.

All materials created will include DEP, NOAA, and FCMP logos. A sample or electronic version is required to be sent to Angel.Baratta@FloridaDEP.gov or 3900 Commonwealth Blvd, MS 235, Tallahassee, FL 32399-3000, to receive prior approval from the FCMP Administrator. (See paragraph 27(A) of the grant agreement for details.)

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TASKS AND DELIVERABLES

Phase I (Vulnerability Analysis)

Task 1

Description: Use two projected sea-level rise scenarios (intermediate and high impact) utilizing U.S. Army Corp of Engineers Sea Level Rise Model projections. Acquire parcel GIS layer from Wakulla County Property Appraiser. Utilize GIS software to overlay approximate areas of flooding under future sea level rise (SLR) scenarios (Bathtub Model) and delineate extents in one-foot increments as a parcel-level GIS polygon layer.

Deliverable: Copy of all subcontractor agreement(s) with the City of St. Marks, for this project. Maps (one for each projected scenario, for a minimum of 2 projected scenarios) and parcel-level GIS data layer (shapefiles) on CD with attributes identifying extent of inundation areas and depth of flooding in one-foot increments within the City of St. Marks based on the ACOE sea-level rise projections described above.

Due Date/Frequency/Performance Period: September 30, 2018

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$3,000

Task 2

Description: Acquire property appraiser building and existing land use data tables. Join attribute information with inundation depth parcel layer and quantify existing land use, construction class code, improvement quality code, age of structures and assessed value within the inundation areas and cross tabulated by flood depth. This exercise will identify parcels that are completely inundated, partially inundated and unaffected. Similarly, the water depth will vary within parcels. The analysis will summarize the existing land use by acreage and by parcel count. For structural variables, the analysis will utilize a decision rule to include parcels where any portion of the parcel is inundated. Similarly, the analysis will summarize the structural data based on the maximum water depth (one-foot increment) intersecting the parcel. This will produce a summary of attributes by acreage and by parcel count.

Deliverable: Maps (one for each projected scenario, for a minimum of 2 projected scenarios) and parcel-level GIS data layer (shapefiles) on CD with attributes described in Task 2. Summary table quantifying attributes as described in Task 2 within the inundation areas and by flood depth (one-foot increment).

Due Date/Frequency/Performance Period: October 31, 2018

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$2,000

Task 3

Description: Perform GIS analysis to join future land use to data set from Task 2 to produce GIS maps and attribute table summarizing type and acreage of future land use categories within the inundation areas and by flood depth, cross-tabulated by vacant and improved parcels.

Deliverable: Maps (one for each projected scenario, for a minimum of 2 projected scenarios) and GIS data layer (shapefiles) on CD with future land use categories depicted within inundation areas showing water depth. Summary table quantifying future land use categories as described in Task 3 within the inundation areas and by flood depth (one-foot increments).

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Due Date/Frequency/Performance Period: November 30, 2018

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$1,000

Task 4

Description: Acquire GIS shapefiles on existing infrastructure components and digitize to create new shapefiles as necessary. Perform GIS analysis to join infrastructure data sets to data set from Task 1 to produce GIS maps and attribute table summarizing infrastructure types and extent affected by inundation areas and flood depth (one-foot increments). Infrastructure data sets will include roads, water, sewer and stormwater facilities.

Deliverable: Maps (one for each projected scenario, for a minimum of 2 projected scenarios) and GIS data layer (shapefiles) on CD showing the type and extent of each infrastructure component as described in Task 4. Summary table quantifying the results from Task 4.

Due Date/Frequency/Performance Period: December 31, 2018

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$3,000

Task 5

Description: Evaluate results of the GIS vulnerability analysis resulting from Tasks 1-4 and prepare PowerPoint presentation explaining grant process, opportunities for public participation and presenting findings from vulnerability analysis. Hold public workshop at the City of St. Marks to present PowerPoint and to receive public comment.

Deliverable: PowerPoint presentation as described in Task 5 and public workshop documentation, including agenda and summary of public comments (oral and written) from workshop.

Due Date/Frequency/Performance Period: January 1, 2019

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$2,500

Task 6

Description: Prepare Phase 1 Summary Report presenting summary of analysis and implications from a policy perspective as related to land use and infrastructure planning.

Deliverable: Phase 1 Summary Report as described in Task 6, including a technical appendix with maps and other supporting documentation.

Due Date/Frequency/Performance Period: February 28, 2019

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$2,500

Phase II (Policy Evaluation and Drafting Recommended Policies)

Task 7

Description: Review City's Comprehensive Plan policies relating to land use, infrastructure and flood protection and review City's floodplain management ordinance. Evaluate potential policy alternatives to reduce vulnerability, including revised land use strategies, regulatory standards, incentive-based approaches, strategies for historically significant structures, public education on vulnerability to SLR, potential engineering solutions and funding strategies to implement policies for reducing vulnerability to projected inundation. Produce Policy Evaluation Report summarizing findings and recommendations.

Deliverable: Policy Evaluation Report as described in Task 7.

Due Date/Frequency/Performance Period: March 31, 2019

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$5,000

Task 8

Description: Draft policies based on the evaluation of policy alternatives as described in Task 7. Prepare PowerPoint summarizing findings of Policy Evaluation Report and presenting draft policies. Hold public workshop to present PowerPoint and obtain public input.

Deliverable: Draft policies, PowerPoint presentation, workshop agenda and summary of public comments from workshop.

Due Date/Frequency/Performance Period: April 30, 2019

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

Contractual Funding Estimate: \$3,000

Task 9

Description: Prepare Final Report presenting summary of vulnerability analysis, policy evaluation, public participation and draft policies.

Deliverable: Final Report with technical appendix.

Due Date/Frequency/Performance Period: May 30, 2019

Performance Measure: The Department will review the deliverable(s) to ensure it meets the specifications provided in the Task Description, above.

All maps will be submitted in PDF format. All tables will be submitted in PDF format and Microsoft Excel format. All GIS data layers will be submitted digitally on a CD as shapefiles and/or in geodatabase format. All reports, PowerPoint presentations and other related documents will be submitted in PDF format.

Contractual Funding Estimate: \$3,000