

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2129**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: Land Regulatory Response to Sea Level Rise

2. GRANTEE Contact Information:

Organization Name: City of Tampa
Name of Authorized Signer: Jane Castor
Title: Mayor
Address: 306 East Jackson Street
City: Tampa, FL
Zip Code: 33602
Area Code and Telephone Number: 813-274-8909
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3. GRANT MANAGER Contact Information:

Organization Name: City of Tampa
Name of Authorized Signer: Catherine Hayes
Title: Grant Specialist
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City: Tampa, FL
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E-mail Address: Catherine.Hayes@tampagov.net

4. FISCAL AGENT Contact Information:

Organization Name: City of Tampa
Name of Authorized Signer: Mark Thompson
Title: Grant Supervisor
Address: 306 East Jackson Street
City: Tampa, FL
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5. **FEID No. (a.k.a. Tax ID#):** 59-1101138 **Seq No.** 178
DUNS #: 059071860

6. **WORK PERFORMED BY:** (Select only one)

☐ Grantee ONLY
☒ Subcontractor ONLY
☐ BOTH the Grantee & Sub-Contractor
☐ To Be Determined

7. **SUBCONTRACTORS CONTACT INFORMATION:** *(If applicable & known)*

Organization Name: USF Florida Center for Community Design
Name of Authorized Signer: Taryn Sabia
Title: Director
Address: 4202 E. Fowler Avenue, FAH 110
City: Tampa, FL
Zip Code: 33620
Area Code and Telephone Number: 813-974-2301
E-mail Address: tarynsabia@usf.edu

8. **PROJECT LOCATION:**

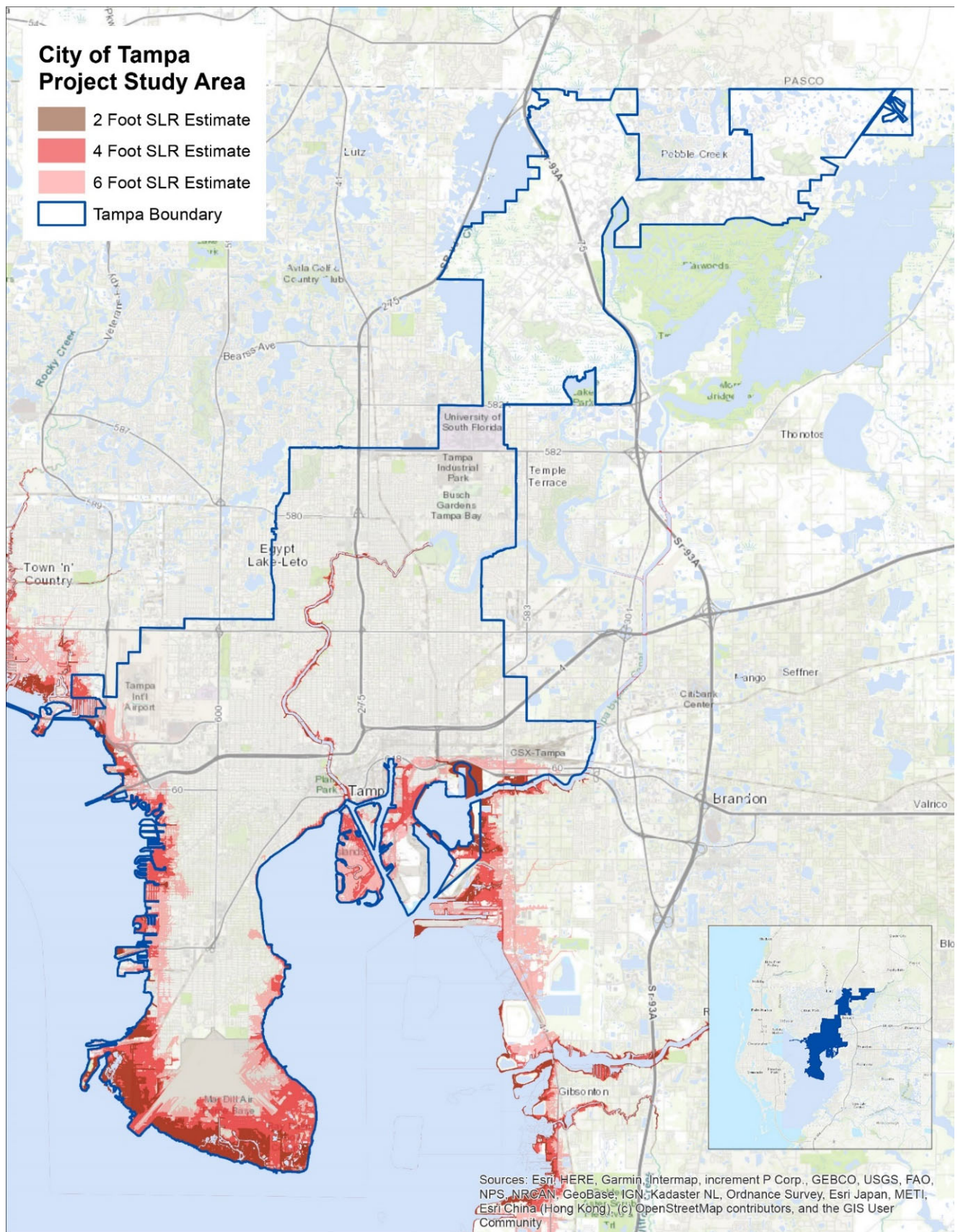
A. **List of County(ies):** Hillsborough County

B. **List of City(ies)/Town(s)/Village(s):** City of Tampa

C. **State Lands Lease Agreement Number(s):** N/A

Provide lease agreement number(s) for any work that will be performed on State Lands. If work will not be on any state lands, please indicate N/A.

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II. WORK PLAN

- 9. PROJECT SUMMARY:** The City of Tampa requests grant funding to identify alternative regulatory options to address long-term sea level rise impacts. The project will identify impacts of sea level rise scenarios on the built environment and assess the economic, social and legal viability of various regulatory measures to protect property and investment while maintaining continued opportunities for economic development in affected areas. The Land Regulatory Response to Sea Level Rise will provide a legal and regulatory road map to respond to sea level rise in the City of Tampa.
- 10. PROJECT DESCRIPTION:** The City will partner with the Florida Center for Community Design and Research to complete the required analysis and recommend changes to the land development code and building regulations to mitigate the effects of future sea level rise. The project follows a typical planning process of compiling baseline conditions, seeking public input, scenario evaluation and analyzing inputs, recommending alternatives and presenting options to the public.

The project is broken down into several small tasks requiring 45-90 days to complete. This structure provides focus and provides reasonable milestones (deliverables) that will help keep the project on schedule.

The Center will map the projected rise in sea level and complete a land use and structure vulnerability analysis. Existing codes and development regulations will be reviewed to identify current provisions relating to physical development in the affected areas. A Community Resiliency-Building Workshop will allow stakeholders to provide input early in the process.

Leveraging its strong research experience, the Center will compile best practices from other cities in regulating development subject to rising seas. A crosswalk and map will match the best practice to the appropriate geographical area in the city. Some parts of the city may require a larger set-back, while others may require a higher 1st floor elevation. Because sea level may continue to rise throughout this century, the analysis will evaluate ability of various mechanisms at lowering risk at various timeframes.

The implementation plan will include a list of recommended policy changes and amendments to development regulations. Such alternatives may include new setback requirements, rolling setbacks, new structure elevations, transfer of development, building materials, design standards, etc. as appropriate. An illustrated guide will also be produced to show the intended effect of the regulations. Finally, a recommended timeline for the actions will provide the roadmap that the city can use to implement the proposed recommendations.

Because much of the City of Tampa is currently developed, the Center will compile best practices that property owners can use to evaluate their risks and make improvements to mitigate sea level rise on their property.

Throughout the project, there will be an active an ongoing public involvement process. In addition to the Community Resiliency Building Workshop, there will be a series of scoping meetings, 3 public meetings and an active social media and web presence.

11. PROJECT NEED AND BENEFIT:

- A. Explain the demonstrated need, which the project addresses.** In early 2017, the City of Tampa approved a text amendment to the Tampa Comprehensive Plan to comply with the State of Florida Peril of Flood Act. Using the digital data compiled for the vulnerability assessment, staff from the City of Tampa Planning and Urban Design Section completed a more in-depth evaluation of the risks of sea level rise to structures, assets and infrastructure in the City. The analysis was based on the predicted “worst case” scenario from the Tampa Bay Climate Science Advisory Panel. This equates to a 1.59’

rise in sea level above the local Mean Sea Level (LMSL) by 2040. The digital layer for the sea level rise study was overlaid onto the City's parcel, building footprint and infrastructure facilities layers to identify where the impacts would most likely occur. A Technical Memorandum "Analysis of Sea Level Impacts on City of Tampa Facilities and Assets (June 2017)" was produced.

Results of the analysis found that only 36 of the City's 423,070 structures are potentially at risk of a 1.59-foot sea level rise by 2040. Of these structures, 19 are residential, mostly single-family homes. There is also 9.41 miles of city-maintained sea walls that may be at risk. While the anticipated impact to structures is minimal through 2040, that is not the case for the period beyond 2040 when the rate of sea level rise is projected to increase. By 2100, as many as 9,604 structures (2.3%) could be impacted by sea level rise.

The June 2017 Technical Memorandum recommends a more thorough analysis of the river/bay setback, floor heights, build-back policies and building requirements against anticipated sea level rise. It calls for identifying alternative zoning or building code amendments to accommodate new development through 2040, and a broader examination of land use, zoning and building regulations to address sea level rise beyond the 1.59' level.

The Land Use Regulatory Response Plan will implement this recommendation. It will assess the viability of current best practices in regulating for sea level rise, with the goal of identifying changes to the zoning or building code that would facilitate new development while providing for long-term resiliency. It is also consistent with and furthers the City's Comprehensive Plan and Peril of Flood Act.

B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP. The City of Tampa already complies with the 2015 "Peril of Flood" statute, and therefore, is eligible for assistance to further its resiliency planning efforts. This project focuses efforts on Priority Area 3, specifically recommending regulatory options to adapt to future rising sea levels.

C. Discuss how the project is feasible and can be completed by the grant period deadline. The project requires three primary capabilities (1) understanding of the City's code, (2) best practice research and analysis and (3) public outreach techniques. Together, the City of Tampa and the Florida Center of Community Design have extensive experience in these areas. The work plan is broken down into several deliverables with a singular purpose, which provides a much more effective way to manage the timeline. Both entities have collaborated closely in developing this work plan to ensure all deliverables can be completed within the grant period.

D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.

Social Vulnerability – Using the CDC Social Vulnerable Index (SVI) and other census data, the project will evaluate the extent to which projected SLR will impact vulnerable populations. The evaluation will also describe the degree by which resiliency is improved.

Historic Resources - The project will identify historic structures and districts within the anticipated sea level rise area and recommend options to protect the historic fabric of the city from potential SLR impacts.

12. DESCRIPTION OF PROJECT OUTCOMES: The project will result in a community and political consensus on the regulatory framework to address sea level rise. While there is consensus on sea level rise within the Tampa Bay scientific community, that cannot be said for the broader community. Among residents, business leaders and local elected officials, there still remains a level of skepticism on the impacts of sea level rise. The skepticism deepens when discussions turn to regulating development for sea

level rise. The elected officials need to feel certain that the community is made aware of the potential risks and have reached a consensus on the regulatory options.

By completing the various work products and engaging the public and community/business stakeholders, the outcome will be a much more informed community and electorate. It will provide a broader understanding of sea level rise impacts, the possible regulatory approach and a reasonable timeline for implementation. This in turn will produce the desired community consensus on this sensitive land regulatory issue.

The project will also produce best practices guides that can be used by other local governments in their planning efforts.

- 13. BUDGET SUMMARY:** Allowable budget categories and form of payment with the costs for this project are listed in the table below.

BUDGET SUMMARY BREAKDOWN

Budget Categories	Payment	Task 1	Task 2	Task 3	Task 4
Salaries & Fringe	Fixed Price	\$0	\$0	\$0	\$0
Contractual Services*	Fixed Price	\$15,000	\$5,000	\$15,000	\$5,000
GRANT AGREEMENT TOTAL		\$15,000	\$5,000	\$15,000	\$5,000

Budget Categories	Payment	Task 5	Task 6	Task 7	Grant Amount Awarded
Salaries & Fringe	Fixed Price	\$0	\$0	\$0	\$0
Contractual Services*	Fixed Price	\$10,000	\$15,000	\$10,000	\$75,000
GRANT AGREEMENT TOTAL		\$10,000	\$15,000	\$10,000	\$75,000

- A. Describe how the project costs was determined:** Staff from City of Tampa Planning, Urban Design and Land Coordination and the Florida Center for Urban Design independently estimated costs of each deliverable based on previous projects of similar size and scope. A consultation between the City and the Center provided the opportunity to compare estimates and discuss refinements to the scope, which led to the final cost estimates reflected in this application.
- B. Contractual Services Selection*:** Upon a selected Sub-Contractor(s) (if applicable), the Grantee will Provide a signed certification statement giving a description of the procurement process that was utilized for the selection of the sub-contractors. The description must include:
- a. What procurement process was utilized
 - b. Justification as to how & why you made your final selection.
 - c. For competitively obtained Sub-Contractor also include:
 - i. A list of all entities that you received bids/quotes from,
 - ii. Names and addresses of those entities that provided bids/quotes,
 - iii. Actual amounts of the bids/quotes that were submitted.

- 14. PROJECT TIMELINE:** All tasks are to be completed and submitted no later than the task/deliverable due date listed in the table below. Requests for any change must be submitted prior to the current task/deliverable due date listed in the project timeline. Requests are to be sent via separate email to the Department's Grant Manager, with the details of the request being made and the reason for the request.

PROJECT TIMELINE

Task No.	Task Title	Deliverable Due Date	Task Amount
1	Baseline Conditions Report	10/30/2020	\$15,000
2	Community Resiliency Building Workshop	11/13/2020	\$5,000
3	SLR Mitigation Best Practices	01/31/2021	\$15,000
4	Applicability Crosswalk and Map	03/01/2021	\$5,000
5	Regulatory Risk Assessment	04/30/2021	\$10,000
6	Recommended Implementation Plan	05/30/2021	\$15,000
7	Public Outreach & Communication *	05/30/2021	\$10,000
Total			\$75,000

* Public outreach and communication will occur throughout the project. A report on each outreach will be provided at the conclusion of the project.

15. PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline. The Department's Grant Manager will review the task/deliverables to verify that they meet the specifications in the Grant Work Plan and this task description, to include any work being performed by any sub-contractor(s). Upon review and written acceptance by the Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

16. CONSEQUENCES FOR NON-PERFORMANCE: The Department will reduce each Task Funding Amount by 5% for every day that the task/deliverable(s) is not received on the specified due date in the most recent Project Timeline, for the Agreement. Should a Change Order or Amendment be requested on the date of or after the most current task/deliverable due date, the 5% reduction of that Task Funding Amount will be imposed until the date of the requested change is received, via email by the Department.

17. PAYMENT REQUEST SCHEUDLE: Grantee may submit a request for the Task Funding Amount to be paid using the Exhibit C, after all deliverables for that task have been approved by the Department. Request(s) for payment must include the Exhibit A showing 100% completion of that task and must be submitted within 45 days of the task/deliverable due date. Please refer to the [website Grants page](#) for "How to Request Payment", and "Checklist for Requesting Payment".

Or

Grantee may submit one request for the Grant Amount Awarded, by using the Exhibit C, after the project is 100% completed. The request for the Grant Amount Awarded, must include an Exhibit A showing 100% completion for all tasks, and must be submitted within 45 days of the last task/deliverable due date.

18. FUNDING SOURCE: Grantee agrees to include on all publications, printed reports, audiovisuals (including videos, slides, and websites except that unless required under special terms of this Agreement, this requirement does not apply to audiovisuals produced as research instruments or for documenting experimentation or findings and which are not intended for presentation to the general public) or similar materials must include the DEP logo (which can be found on the Department's website at <https://floridadep.gov/resilience> or by contacting the Department's Grant Manager for a copy) and the following statement on, the following language.

"This work was funded in part through a grant agreement from the Florida Department of Environmental Protection, Florida Resilient Coastlines Program, by a grant provided by the Office of Resilience and

Coastal Protection. The views, statements, findings, conclusions and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.”

The next printed line shall identify the month and year of the publication.

III. TASKS & DELIVERABLES

Task #1

- A. Title:** Baseline Conditions Report
- B. Goal:** Compile existing conditions
- C. Description:** The Baseline Conditions Report will summarize and evaluate existing data necessary to understand existing physical features and regulatory options within the city affected by sea level rise. The Report will include maps of three (3) sea level rise scenarios based on the most recent projections from the Tampa Bay Climate Science Advisory Panel. The map or map series will include estimates of land use and structures (by type). Also included in the report will be a list of the current land use, zoning and building code provisions affecting physical development in the mapped areas.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department’s Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.
 - 1) Report #1 summarizing current baseline conditions including
 - a. Extent of sea level rise according to three scenarios based on the most recent projections from the Tampa Bay Climate Science Panel.
 - b. A map or map series depicting effects of the three sea level rise scenarios on land use and structures (by type).
 - c. A list of current land use, zoning, and building code provisions affecting development in the mapped area.

Task #2

- A. Title:** Community Resiliency Building Workshop
- B. Goal:** Engage Community Stakeholders early on.
- C. Description:** A one-day Community Resiliency Building Workshop will provide the forum to facilitate community input and participation into the project. The Workshop will involve a broad cross-section of community and professional stakeholders an opportunity to present the situation, get feedback and identify priorities for managing development.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department’s Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.
 - 1) Copies of all workshop/meeting announcements/advertisements
 - 2) Agendas and sign-in sheets from each workshop/meeting indicating location, date, and time of the meeting
 - 3) Presentations and other meeting materials/handouts

- 4) Brief summary report (Report #2) from each workshop/meeting including attendee feedback and workshop outcomes
- 5) Any materials created at each workshop/meeting (as applicable)

Task #3

- A. Title:** SLR Mitigation Best Practices
- B. Goal:** Compile best practice information
- C. Description:** The Center will compile regulatory best practices for addressing sea level rise. The analysis will include a description of each regulatory mechanism, examples from communities where it is used, the situation that it is best intended to address. The Center will also compile best practices that private property owners can use to prepare for sea level rise on their own.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.
 - 1) Report #3 of best practices for addressing sea level rise to include;
 - a. Description of each regulatory mechanism
 - b. Examples from communities where it is used
 - c. Situations that are best intended to address
 - 2) Report #4 of best practices for private property owners to utilize for sea level rise preparations.

Task #4

- A. Title:** Applicability Crosswalk and Map(s)
- B. Goal:** Match the geographical area affected by SLR with the most appropriate land use, siting or building regulatory mechanism(s).
- C. Description:** Once the Best Practices Report is compiled, The Center, in coordination with the City, will produce a crosswalk and map showing where each of the regulatory tools will have the most benefit.
- D. Deliverable(s):** The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.
 - 1) Report #5 presenting a crosswalk and map showing where each of the regulatory tools will have the most benefit.

Task #5

- A. Title:** Regulatory Risk Assessment
- B. Goal:** Determine appropriate regulatory mechanisms for the three scenarios
- C. Description:** Using the information from the Best Practices Applicability Crosswalk, the Center will evaluate the applicability of each mechanism to address the three sea level rise scenarios. For example, a certain set-back requirement might be shown to address a 1.5 rise in sea level but would fail to protect at a higher level.

D. Deliverable(s): The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.

- 1) Report #6 showing recommendations for applying each mechanism to address sea level rise scenarios and including a map.

Task #6

A. Title: Implementation Plan

B. Goal: Recommend policy and code changes.

C. Description: The implementation plan will consist of two components: (1) Recommended amendments to the City's comprehensive plan, land development code and building regulations and (2) An illustrated guide that visualizes the existing and proposed regulatory measures.

D. Deliverable(s): The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.

- 1) Report #7 (Recommended Policy and Code Amendments) showing the recommended amendments to the Comprehensive plan, land development code and building regulations.
- 2) Report #8 (Illustrated Regulatory Guide), an illustrated guide that visualizes the existing and proposed regulatory measures.

Task #7

A. Title: Public Outreach and Communication

B. Goal: Inform the public and provide forums for stakeholder input

C. Description: In addition to the Community Resiliency Building Workshop, The Center and the City will hold 3 community meetings to inform stakeholders and citizens and to continue to receive input into the process. Five scoping meetings will be held with city staff and technical professionals at various points in the process. The City will create a web and social media presence so that interested persons can follow the project and access information easily. Additionally, the City will coordinate with and share lessons learned with the Tampa Bay One Resilient Communities and Tampa Bay Resiliency Coordination throughout the process.

D. Deliverable(s): The Grantee will submit all deliverables for each task via **one pdf document** to the Department's Grant Manager on or before the Task/Deliverable Due Date listed in the Project Timeline.

- 1) Copies of all workshop/meeting announcements/advertisements for 3 community meetings and 5 scoping meetings
- 2) Agendas and sign-in sheets from each workshop/meeting indicating location, date, and time of the meeting
- 3) Presentations and other meeting materials/handouts, including social media URLs
- 4) Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
- 5) Any materials created at each workshop/meeting (as applicable)

