

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GRANT WORK PLAN  
DEP AGREEMENT NO.: CM935**

**ATTACHMENT 3**

**Work Plan**

**Project Title:** Assessing Sea Level Rise Adaptation Planning at the Local Level in Florida

**Grantee Contact Information**

**Organization Name:** Florida State University  
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**Area Code and Telephone Number:** (850) 644-5260  
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**Mailing Address for Warrant (if other than the Grantee address):**

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**FEID No.:** 59-1961248

**DUNS No.:** 790877419

**Attachment 3, DEP Agreement #: CM935**

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## Project Summary

**Location:** Florida State University

**Project Summary:** Assessing sea level rise planning activities and capacity in FL communities

### Project Description:

Florida is at the apex of impacts associated with rising sea levels in the United States. Florida's 2,276 miles of coastline is lined with multiple major ports, dense urban centers, state parks and beaches and critically sensitive ecosystems. Rising sea levels accelerated by a changing climate put Florida's low lying social, economic and ecological assets at risk of inundation and land loss (FOCCC 2009; NOAA 2014). Research led by the Organization for Economic and Community Development (OECD) places the Miami (2) and Tampa (7) metropolitan regions among the top ten the most economically vulnerable regions in the world to coastal flooding associated with sea level rise and other climate change enhanced hazards (Hallegatte et al. 2013). Given these future impacts, the flood risk associated with sea level rise and coastal hazards is acute for many Florida communities and constitutes one of the most significant threats to coastal community resilience in the state.

This project aims to assess the extent to which barriers remain in the way of Florida coastal communities engaging in adaptation planning and action and explore how they might be overcome. Florida's sea level rise planning context changed in 2015 with the Peril of Flood Act (PoFA) which requires local governments in coastal counties to assess sea level rise as one of the sources of flood risk that they face. To date, there has not been an assessment of what SLR adaptation planning actions have been taken or, equally importantly, what are in the works either in advance of or in response to the PoFA. This research will explore what local coastal communities in FL have done, what they are doing, and what they hope to do within the realm of SLR adaptation planning. It also seeks to identify what techniques and approaches they have been taking in planning for SLR, what support they have used, and to reflect on the support they envision needing. Finally, it will seek to identify the motivating factors that have led some communities to engage in planning and action that is beyond the bare minimum response to the act. The project team will conduct a comprehensive plan review of coastal communities throughout Florida, a survey of local government planners, and initial interviews with a select group of those planners to determine activities and capacity of FL coastal communities to plan for and address the threat of sea level rise in Florida.

### Total Budget Summary:

**GRANT AGREEMENT TOTAL      \$49,195.14**

| Categories               | Task 1             | Task2             | Task3             | Task4             |
|--------------------------|--------------------|-------------------|-------------------|-------------------|
| Salary                   | \$ 8,336.20        | \$6,267.36        | \$ 2,284.05       | \$ 5,532.42       |
| Fringe                   | \$ 1,093.95        | \$ 1,062.34       | \$ 291.58         | \$ 702.08         |
| Indirect                 | \$ 943.01          | \$ 732.97         | \$ 257.56         | \$ 623.45         |
| <b>SUB-TOTAL BY TASK</b> | <b>\$10,373.16</b> | <b>\$8,062.67</b> | <b>\$2,833.19</b> | <b>\$6,857.95</b> |

| Categories | Task5 | Task6 | Task 7 | TOTAL BY CATEGORY |
|------------|-------|-------|--------|-------------------|
|            |       |       |        |                   |

|                          |                    |                   |                   |                     |
|--------------------------|--------------------|-------------------|-------------------|---------------------|
| <b>Salary</b>            | \$ 11,267.36       | \$2,084.05        | \$3,566.84        | \$39,338.28         |
| <b>Fringe</b>            | \$ 1,514.64        | \$ 237.49         | \$ 446.50         | \$ 5,384.53         |
| <b>Indirect</b>          | \$ 1,278.20        | \$ 235.75         | \$ 401.33         | \$ 4,472.28         |
| <b>SUB-TOTAL BY TASK</b> | <b>\$14,060.20</b> | <b>\$2,593.29</b> | <b>\$4,414.67</b> | <b>\$ 49,195.14</b> |

**Total Project Timeline:** The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

| <b>Task/<br/>Deliverable<br/>No.</b> | <b>Task or Deliverable Title</b>                 | <b>Task Start<br/>Date</b> | <b>Task End<br/>Date</b> | <b>Deliverable<br/>Due Date</b> | <b>Task<br/>Funding<br/>Amount</b> |
|--------------------------------------|--------------------------------------------------|----------------------------|--------------------------|---------------------------------|------------------------------------|
| 1                                    | Survey Design                                    | 02/01/19                   | 05/31/19                 | 05/31/19                        | \$10,373.16                        |
| 2                                    | Comprehensive Plan Assessment                    | 02/01/19                   | 06/30/19                 | 06/30/ 19                       | \$ 8,062.67                        |
| 3                                    | Survey Administration                            | 05/01/19                   | 07/31/19                 | 07/31/19                        | \$ 2,833.19                        |
| 4                                    | Survey Data                                      | 07/01/19                   | 08/31/19                 | 08/31/19                        | \$ 6,857.95                        |
| 5                                    | Survey Analysis                                  | 07/01/19                   | 10/31/19                 | 10/31/19                        | \$14,060.20                        |
| 6                                    | Case selection and Interview Plan                | 10/01/19                   | 11/30/19                 | 11/30/19                        | \$ 2,593.29                        |
| 7                                    | Initial case study data collection and summaries | 10/01/19                   | 12/31/19                 | 1/15/20                         | \$4,414.67                         |

## Tasks and Deliverables

### Task 1

#### **Title: Survey Design**

**Description:** The first deliverable will be the design of the survey and loading of that survey into a delivery mechanism such as Qualtrics. We would complete this task in partnership with staff from the DEP Florida Resilient Coastlines Program.

**Deliverable:** Survey Instrument, quality tested, and integrated into Qualtrics

**Due Date:** 05-31-19

**Funding Amount:** \$10,373.16

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

#### **Budget for:**

| Category                                                                               | Grant Funds        |
|----------------------------------------------------------------------------------------|--------------------|
| Salaries:                                                                              | \$8,336.20         |
| Fringe:                                                                                | \$ 1,093.95        |
| Indirect:                                                                              | \$ 943.01          |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |                    |
| <b>TASK TOTAL:</b>                                                                     | <b>\$10,373.16</b> |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title     | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect        | Total Amount       |
|---------------|--------------------|----------------------------|-----------------------------------------------------------|-------------------------------------|-----------------|--------------------|
| 1             | PI                 | 40                         | \$ 60.12579                                               | 16.71%                              | 10%             | \$ 3,087.60        |
| 1             | Co-PI              | 40                         | \$ 48.27911                                               | 17.10%                              | 10%             | \$ 2,487.53        |
| 1             | Research assistant | 160                        | \$ 25.00                                                  | 9.046%                              | 10%             | \$ 4,798.02        |
| <b>TOTALS</b> |                    |                            | <b>\$ 8,336.20</b>                                        | <b>\$ 1,093.95</b>                  | <b>\$943.01</b> | <b>\$10,373.16</b> |

### Task 2

#### **Title: Comprehensive Plan Assessment**

**Description:** The second deliverable will be a brief report on the analysis of comprehensive plan language addressing sea level rise as a coastal flooding hazard among comprehensive plans that have

been updated in the state since the passage of the Act in 2015. This work would be conducted in parallel to the survey design work.

**Deliverable:** Brief report summarizing comprehensive plan assessment language

**Due Date:** 06-30-19

**Funding Amount:** \$8,062.67

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

**Budget for:**

| Category                                                                               | Grant Funds        |
|----------------------------------------------------------------------------------------|--------------------|
| Salaries:                                                                              | \$6,267.36         |
| Fringe:                                                                                | \$1,062.34         |
| Indirect:                                                                              | \$ 732.97          |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |                    |
| <b>TASK TOTAL:</b>                                                                     | <b>\$ 8,062.67</b> |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect        | Total Amount      |
|---------------|----------------|----------------------------|-----------------------------------------------------------|-------------------------------------|-----------------|-------------------|
| 2             | PI             | 40                         | \$ 60.12579                                               | 16.71%                              | 10%             | \$ 3,087.60       |
| 2             | Co-PI          | 80                         | \$ 48.27911                                               | 17.10%                              | 10%             | \$ 4,975.07       |
| <b>TOTALS</b> |                |                            | <b>\$6,267.36</b>                                         | <b>\$1,062.34</b>                   | <b>\$732.97</b> | <b>\$8,062.67</b> |

**Task 3**

**Title:** Survey Administration

**Description:** The third deliverable would be notification of the administration of the survey instrument and follow up to respondents to boost the response rate.

**Deliverable:** Notification of communication of survey being sent to public officials in each coastal community included in the study

**Due Date:** 06-30-19

**Funding Amount:** \$2,833.19

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

**Budget for:**

| Category                                                                               | Grant Funds |
|----------------------------------------------------------------------------------------|-------------|
| <b>Salaries:</b>                                                                       | \$2,284.05  |
| <b>Fringe:</b>                                                                         | \$ 291.58   |
| <b>Indirect:</b>                                                                       | \$ 257.56   |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |             |
| <b>TASK TOTAL:</b>                                                                     | \$2,833.19  |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title     | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect        | Total Amount      |
|---------------|--------------------|----------------------------|-----------------------------------------------------------|-------------------------------------|-----------------|-------------------|
| 3             | PI                 | 10                         | \$ 60.12579                                               | 16.71%                              | 10%             | \$ 771.90         |
| 3             | Co-PI              | 10                         | \$ 48.27911                                               | 17.10%                              | 10%             | \$ 621.88         |
| 3             | Research assistant | 48                         | \$ 25.00                                                  | 9.046%                              | 10%             | \$ 1,439.41       |
| <b>TOTALS</b> |                    |                            | <b>\$ 2,284.05</b>                                        | <b>\$291.58</b>                     | <b>\$257.56</b> | <b>\$2,833.19</b> |

**Task 4****Title: Survey Data**

**Description:** The fourth deliverable is the download, cleaning, and delivery of the raw survey data to the agency.

**Deliverable:** Survey data, downloaded and cleaned, presented in a spreadsheet or other useable format to the DEP Resilient Coastlines Program staff

**Due Date:** 08-31-19

**Funding Amount:** \$6,857.95

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

**Budget for:**

| Category                                                                               | Grant Funds |
|----------------------------------------------------------------------------------------|-------------|
| <b>Salaries:</b>                                                                       | \$5,532.42  |
| <b>Fringe:</b>                                                                         | \$ 702.08   |
| <b>Indirect:</b>                                                                       | \$ 623.45   |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |             |

|                    |             |   |
|--------------------|-------------|---|
| <b>TASK TOTAL:</b> | \$ 6,857.95 | I |
|--------------------|-------------|---|

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title     | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either % or fringe per hour) | Indirect         | Total Amount       |
|---------------|--------------------|----------------------------|-----------------------------------------------------------|--------------------------------------|------------------|--------------------|
| 4             | PI                 | 10                         | \$ 60.12579                                               | 16.71%                               | 10%              | \$ 771.90          |
| 4             | Co-PI              | 40                         | \$ 48.27911                                               | 17.10%                               | 10%              | \$ 2,487.53        |
| 4             | Research assistant | 120                        | \$ 25.00                                                  | 9.046%                               | 10%              | \$ 3,598.52        |
| <b>TOTALS</b> |                    |                            | <b>\$ 5,532.42</b>                                        | <b>\$ 702.08</b>                     | <b>\$ 623.45</b> | <b>\$ 6,857.95</b> |

### Task 5

**Title:** Survey Analysis

**Description:** The fifth deliverable will be a report and analysis of the survey data to draw out general trends and findings from the FL coastal communities to clarify what has been done, what actions are being taken, what future actions are expected and what approaches are being used and support is needed.

**Deliverable:** Report on survey and comprehensive plan analysis

**Due Date:** 10-31-19

**Funding Amount:** \$14,060.20

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

**Budget for:**

| Category                                                                               | Grant Funds  |
|----------------------------------------------------------------------------------------|--------------|
| <b>Salaries:</b>                                                                       | \$ 11,267.36 |
| <b>Fringe:</b>                                                                         | \$1,514.64   |
| <b>Indirect:</b>                                                                       | \$1,278.20   |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |              |
| <b>TASK TOTAL:</b>                                                                     | \$14,060.20  |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title     | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect           | Total Amount        |
|---------------|--------------------|----------------------------|-----------------------------------------------------------|-------------------------------------|--------------------|---------------------|
| 5             | PI                 | 40                         | \$ 60.12579                                               | 16.71%                              | 10%                | \$ 3,087.60         |
| 5             | Co-PI              | 80                         | \$ 48.27911                                               | 17.10%                              | 10%                | \$ 4,975.07         |
| 5             | Research assistant | 200                        | \$ 25.00                                                  | 9.046%                              | 10%                | \$ 5,997.53         |
| <b>TOTALS</b> |                    |                            | <b>\$ 11,267.36</b>                                       | <b>\$ 1,514.64</b>                  | <b>\$ 1,278.20</b> | <b>\$ 14,060.20</b> |

## **Task 6**

### **Title: Case Selection and Interview Plan**

**Description:** The sixth deliverable will be an exploration of the survey data and comprehensive plan analysis data in more depth to determine which cases would be worth following up for more in depth analysis. We would also develop an interview protocol for these cases as part of this deliverable. We would complete the case selection process in concert with staff from the DEP Resilient Coastlines Program.

**Deliverable:** List of cases and interview protocol

**Due Date:** 11-30-19

**Funding Amount:** \$2,593.29

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

### **Budget for:**

| Category                                                                               | Grant Funds |
|----------------------------------------------------------------------------------------|-------------|
| <b>Salaries:</b>                                                                       | \$2,084.05  |
| <b>Fringe:</b>                                                                         | \$ 273.49   |
| <b>Indirect:</b>                                                                       | \$ 253.75   |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |             |
| <b>TASK TOTAL:</b>                                                                     | \$2,593.29  |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number | Position Title | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect | Total Amount |
|-------------|----------------|----------------------------|-----------------------------------------------------------|-------------------------------------|----------|--------------|
| 6           | PI             | 10                         | \$ 60.12579                                               | 16.71%                              | 10%      | \$ 771.90    |
| 6           | Co-PI          | 10                         | \$ 48.27911                                               | 17.10%                              | 10%      | \$ 621.88    |

|               |                    |    |                    |                  |                  |                    |
|---------------|--------------------|----|--------------------|------------------|------------------|--------------------|
| 6             | Research assistant | 40 | \$ 25.00           | 9.046%           | 10%              | \$ 1,199.51        |
| <b>TOTALS</b> |                    |    | <b>\$ 2,084.05</b> | <b>\$ 273.49</b> | <b>\$ 235.75</b> | <b>\$ 2,593.29</b> |

## **Task 7**

### **Title: Initial Case Study Work**

**Description:** The seventh deliverable will be an initial data collection and summary analysis of a select number of the cases that we deem worth following up in more depth. These initial interviews with planners will provide some more nuance to the survey data to clarify what barriers are being navigated and how as communities build capacity to plan for sea level rise. This is a first iteration of a more in depth and higher number of cases that would constitute phase 2 of the proposed project.

**Deliverable:** Short report on first cases included in the case studies depending on amount of remaining time available on project staff hours.

**Due Date:** 01-15-20

**Funding Amount:** \$4,414.68

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

### **Budget for:**

| Category                                                                               | Grant Funds |
|----------------------------------------------------------------------------------------|-------------|
| <b>Salaries:</b>                                                                       | \$3,566.84  |
| <b>Fringe:</b>                                                                         | \$ 446.50   |
| <b>Indirect:</b>                                                                       | \$ 401.33   |
| Indirect rate is 10% of [grant/all] costs in the following categories as listed above: |             |
| <b>TASK TOTAL:</b>                                                                     | \$4,414.68  |

**Salary breakdown:** All staff for whom grant funding is being used to pay salary must track the hours spent on each individual task and provide a written statement with the request for payment of the number of hours spent on that task.

| Task Number   | Position Title     | Total hours spent per task | Maximum salary per hour (shall be based on actual salary) | Fringe (either% or fringe per hour) | Indirect         | Total Amount       |
|---------------|--------------------|----------------------------|-----------------------------------------------------------|-------------------------------------|------------------|--------------------|
| 7             | PI                 | 10                         | \$ 60.12579                                               | 16.71%                              | 10%              | \$ 771.90          |
| 7             | Co-PI              | 20                         | \$ 48.27911                                               | 17.10%                              | 10%              | \$ 1,243.77        |
| 7             | Research assistant | 80                         | \$ 25.00                                                  | 9.046%                              | 10%              | \$ 2,399.01        |
| <b>TOTALS</b> |                    |                            | <b>\$ 3,566.84</b>                                        | <b>\$ 446.50</b>                    | <b>\$ 401.33</b> | <b>\$ 4,414.68</b> |