

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R1818**

ATTACHMENT 3

Project Title: Pasco County's Comprehensive Plan Evaluation and Post-Disaster Redevelopment Plan Update.

Grantee Contact Information:

Organization Name: Pasco County, FL
Chief Elected Official or Agency Head: Dan Biles
Title: County Administrator
Address: 8731 Citizens Drive
City: New Port Richey
Zip Code: FL 34654
Area Code and Telephone Number: (727) 847-2411 #8115
E-mail Address: dbiles@pascocountyfl.net

Grant Manager Contact Information:

Organization Name: Pasco County, FL.
Chief Elected Official or Agency Head: Mary Helen Duke
Title: Principal Planner
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Fiscal Agent Contact Information:

Organization Name: Pasco County, FL.
Chief Elected Official or Agency Head: Sonia Hernandez
Title: Interim Assistant Fiscal Services Director
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FEID No.: F59-6000793

DUNS No.: 069677953

PROJECT LOCATION: Pasco County, FL. The project will apply to the entire geographical area within Pasco County. See map attached.

WORK PLAN *(Expand text areas as needed, keeping within the 10-page limit for the Work Plan)*

1. Project Abstract: Pasco County proposes to utilize the Resilience Planning Grant funding to complete actions and identify policies for incorporation into the Comprehensive Plan's Coastal Management Element. The county will also use this opportunity to update a part of its Post-Disaster Redevelopment Plan. The overall goal of these efforts will be achieving compliance with the "Peril of Flood" statute and improving resiliency in Pasco County.

2. Project Description: The proposed project is a comprehensive effort to review and update two critical planning tools that can help address resiliency – the county's Coastal Management Element within its Comprehensive Plan; and the county's Post-Disaster Redevelopment Plan. Understanding our vulnerability is critical for understanding our short and long-term risks; for addressing resilience through redevelopment efforts; as well as for planning for post-disaster redevelopment. The county will utilize this funding to further improve its understanding of its vulnerability and to extend this knowledge to its various stakeholders and communities. The county will identify draft policies, redevelopment strategies and procedures that need to be adopted to help improve resilience to sea level rise, coastal and inland flooding, and storm surge. This would be a comprehensive effort that will involve a wide range of participants. The county will coordinate with Cities of New Port Richey, Port Richey, Zephyrhills and Dade City, and other jurisdictions within it. It will also coordinate with the various stakeholders, including other county departments and outside agencies that were identified through the initial Post-Disaster Redevelopment Planning process that the county undertook in 2011-2012. Community outreach will be a major part of the project as we initiate this process to increase more awareness about our vulnerability as well as make necessary amendments to our Coastal Management Element and highlight our continued commitment towards resiliency.

3. Budget Summary:

GRANT AGREEMENT TOTAL	\$70,000
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TOTAL GRANT FUNDS

Categories	Task 1	Task 2	Task 3	Task 4	Task 5	TOTAL BY CATEGOR
Salaries	\$3,761.93	\$3,309.46	\$4,105.43	\$1,059.90	\$3,904.59	\$16,141.31
Fringe	\$1,852.75	\$1,629.91	\$2,021.93	\$522.00	\$1,923.01	\$7,949.60
Indirect	\$561.47	\$493.94	\$612.74	\$158.19	\$582.76	\$43,500.00
Contractual	\$3,250	\$24,000	\$4,375	\$7,500	\$4,375	\$2,409.10
SUB-TOTAL BY TASK	\$9,426.15	\$29,433.30	\$11,115.09	\$9,240.10	\$10,785.36	\$70,000

6. Salaries Detail. 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 per Task	Maximum salary per hour (shall be based on actual salary)	Fringe (either % or fringe per hour)
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1	Sr. Planner – Project ManagmentPrincipal Planner	75	\$31.84	49.25%
1	Planner II	60	\$22.90	49.25%
2	Sr. Planner – Project ManagmentPrincipal Planner	50	\$31.84	49.25%
2	Planner II	75	\$22.90	49.25%
3	Sr. Planner – Project ManagmentPrincipal Planner	75	\$31.84	49.25%
3	Planner II	75	\$22.90	49.25%
4	Sr. Planner – Project ManagmentPrincipal Planner	22	\$31.84	49.25%
4	Planner II	15.6962	\$22.90	49.25%
5	Sr. Planner – Project ManagmentPrincipal Planner	68.6919	\$31.84	49.25%
5	Planner II	75	\$22.90	49.25%

4. Project Timeline:

The following timeline provides a summary of details for the project. Tasks will be completed and approved by the required June 21, 2019 deadline.

PROJECT TIMELINE

Task No.	Task Title	Task Start Date	Task End Date	Deliverable Due Date	Task Funding Amount
1	<u>Project Initiation</u>	Upon Execution	02/28/2019	03/10/2019	\$9,426.15
2	<u>Vulnerability Analysis</u>	Upon Execution	03/28/2019	03/31/2019	\$29,433.30
3	<u>Comprehensive Plan Policy Assessment</u>	Upon Execution	05/15/2019	05/15/2019	\$11,115.09
4	<u>Comprehensive Plan Policy Preliminary Recommendations</u>	03/01/2019	06/15/2019	06/15/2019	\$9,240.10
5	<u>Final Recommendations</u>	05/31/2019	06/28/2019	06/28/2019	\$10,785.36

Tasks & Deliverables

Task 1

Title: PROJECT INITIATION

Description:

- 1.1 Identify stakeholders
- 1.2 Hold a Project kick-off meeting including other local government staff within Pasco County.
- 1.3 Develop a strategy for public engagement
- 1.4 Identify critical aspects to be considered for Vulnerability Analysis (Focus: Vulnerability to Storm Surge and Sea Level Rise)
- 1.5 Refine and finalize the project schedule

Deliverables:

- Kick-off meeting summary (including meeting minutes, and sign-in sheets)
- Stakeholder List
- Public Involvement Strategy
- Outline of critical aspects to be considered for Vulnerability Analysis
- Final project schedule

Due Date: March 10, 2019

Funding Amount: \$9,426.15

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

Task 2

Title: VULNERABILITY ANALYSIS

Description:

- 2.1 Conduct Vulnerability Analysis (Vulnerability to flooding, storm surge and sea level rise)
- 2.2. Assess potential impacts to homes, businesses and infrastructure.
- 2.3. Evaluate potential solutions and alternatives to deal with the impacts.
- 2.4 Hold Stakeholder Meetings (at least 2) focused on vulnerability analysis and stakeholder education about possible risks.
- 2.5 Identify tentative dates for at least 2 Community Workshops (Focus - Amendments to the Comprehensive Plan's Coastal Management Element with respect to the requirements of the "Peril of Flood" statute; and public education on the county's vulnerability).

Deliverables:

- Summary of vulnerability analysis (including maps, tables, charts, high-resolution aerial imagery and digital surface models)
- Summary of preliminary recommendations of potential solutions and alternatives to address the identified impacts
- Stakeholder meeting summary (including meeting minutes, and sign-in sheets) for each of the stakeholder meetings.
- Materials from the stakeholder meetings (including the agenda, presentation materials, etc.)

Due Date: March 31, 2019

Funding Amount: \$29,433.30

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

Task 3

Title: COMPREHENSIVE PLAN POLICY ASSESSMENT

Description:

- 3.1 Evaluate Comprehensive Plan's Coastal Management Element with respect to the "Peril of Flood" statute (Sec. 163.3178(2)(f) F.S.)
- 3.2 Identify policies, site development techniques and best management practices that help increase resiliency.
- 3.3 Identify specific redevelopment strategies that can be executed through the implementation of Pasco County's Harbors Redevelopment efforts. Also identify other critical plans, policies and programs that need to be tied together to improve resiliency.
- 3.4 Prepare a preliminary list of recommendations for amendments to the Coastal Management Element to bring it in compliance with the "Peril of Flood" statute.
- 3.5 Conduct 1 stakeholder meeting (including the other jurisdictions within Pasco County) focused on the amendments to the Comprehensive Plan's Coastal Management Element.

Deliverables:

- Summary of the evaluation of the Coastal Management Element within Pasco County's Comprehensive Plan
- Summary report of policies, site development techniques and best management practices that help increase resiliency.
- Summary of specific redevelopment strategies that can be executed through the implementation of Pasco County's Harbors Redevelopment efforts. A list of other plan, policies and programs that need to be tied together to improve resiliency.
- A preliminary list of recommendations of amendments to the Coastal Management Element to bring it in compliance with the "Peril of Flood" statute.
- Stakeholder meeting summary (including meeting minutes, and sign-in sheets)
- Materials from the stakeholder meeting (including the agenda, presentation materials, etc.)

Due Date: May 15, 2019

Funding Amount: \$11,115.09

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

Task 4

Title: COMPREHENSIVE PLAN POLICY PRELIMINARY RECOMMENDATIONS

Description:

- 4.1 Hold at least 2 community workshops to gain feedback on the proposed amendments to the Comprehensive Plan's Coastal Management Element with respect to the requirements of the "Peril of Flood" statute; and to improve public education on the County's vulnerability.
- 4.2 Prepare and present at the community workshops, data visualizations (maps, posters and/infographics to improve public education about community workshops.

Deliverables:

- Material from the community workshops (letters to residents, workshop notice/announcement, flyer, and sign-in sheets of workshop participants)

- Materials for public education on Pasco County's vulnerability (data visualizations, maps, posters and/infographics, and digital surface models)
- Summary of comments received from the workshops.

Due Date: June 15, 2019

Funding Amount: \$9,240.10

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

Task 5

Title: FINAL RECOMMENDATIONS

Description:

- 5.1 Revise the list of recommendations of amendments to the Coastal Management Element to bring it in compliance with the "Peril of Flood" statute based on community input.
- 5.2 Hold at least 1 stakeholder meeting (including the other jurisdictions within Pasco County) to review and finalize the recommendations
- 5.3 Finalize the recommendations for amendments to the Coastal Management Element of the Comprehensive Plan to bring it in compliance with the "Peril of Flood" statute.
- 5.4 Finalize the recommendations (potential solutions and alternatives) for addressing the impacts to homes, businesses and infrastructure due to flooding, storm surge and sea level rise.

Deliverables:

- Stakeholder meeting summary (including meeting minutes, and sign-in sheets) for each of the stakeholder meetings.
- Materials from the stakeholder meetings (including the agenda, presentation materials, etc.)
- Final recommendations for amendments to the Coastal Management Element of the Comprehensive Plan to bring it in compliance with the "Peril of Flood" statute.
Final recommendations (potential solutions and alternatives) for addressing the impacts to homes, businesses and infrastructure due to flooding, storm surge and sea level rise.

Due Date: June 28, 2019

Funding Amount: \$10,785.36

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