

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
DEP AGREEMENT NO.: R2136**

ATTACHMENT 3

I. TITLE PAGE

1. PROJECT TITLE: Comprehensive Plan Evaluation and Post-Disaster Redevelopment Plan Update

2. GRANTEE Contact Information:

Organization Name: Pinellas County, Florida

Name of Authorized Signer: Barry A. Burton

Title: County Administrator

Address: 315 Court Street

City: Clearwater

Zip Code: FL 33756

Area Code and Telephone Number: (727) 464-3485

E-mail Address: bburton@pinellascounty.org

3. GRANT MANAGER Contact Information:

Organization Name: Pinellas County, Florida

Name: Smita Ambadi

Title: Principal Planner

Address: 310 Court Street

City: Clearwater

Zip Code: FL 33756

Area Code and Telephone Number: (727) 464-8200

E-mail Address: sambadi@pinellascounty.org

4. FISCAL AGENT Contact Information:

Organization Name: Pinellas County, Florida

Name: Keri Vizandiou

Title: Finance Section Manager

Address: Pinellas County Human Services, 440 Court Street,

City: Clearwater,

Zip Code: FL 33756

Area Code and Telephone Number: (727) 464-8202

E-mail Address: kvizandiou@pinellascounty.org

5. FEID No. (a.k.a. Tax ID#): 59-6000800 Seq No. 262

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: N/A
Name: _____
Title: _____
Address: _____
City: _____
Zip Code: _____
Area Code and Telephone Number: _____
E-mail Address: _____

8. PROJECT LOCATION:

- A. List of County(ies): Pinellas County, FL. The proposed project will apply to the entire geographical area within Pinellas County.
- B. List of City(ies)/Town(s)/Village(s): Unincorporated Pinellas County and its 24 municipalities
- 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:** Pinellas County proposes to utilize the Resilience Planning Grant funding to identify appropriate policies for incorporation into its Comprehensive Plan's Coastal Management Element. The intent is to achieve compliance with the "Peril of Flood" statute and identify strategies and actions that will advance our efforts for improving resiliency. In addition, the county will use this opportunity to update and expand the vulnerability assessment within its Post-Disaster Redevelopment Plan.
- 10. PROJECT DESCRIPTION:** The proposed project is central to a vast array of efforts that Pinellas County has already undertaken or has recently initiated, to address resiliency of the natural and built environments. It will focus on updating the Comprehensive Plan's Coastal Management Element as well as the vulnerability assessment section within the Post-Disaster Redevelopment Plan (PDRP). These are two major planning tools that address resiliency, and the Resilience Planning Grant will be greatly beneficial for advancing our knowledge and actions towards this goal.

Being a peninsula, Pinellas County is highly vulnerable to flooding, storm surge and sea level rise. We have 24 municipalities within the county and are home to approximately 975,280 people (2018 American Community Survey estimates). In addition, we are expected to grow to over a million by 2045. Faced with new growth; with limited land for future development; a need to protect our rich and diverse natural environment; and with a thriving community to protect; it is extremely critical for us to focus on sustainability and resilience for future conditions. Having a deeper understanding of our vulnerabilities and taking actions well in advance to reduce our risks, is an essential first step to advancing resiliency. The Resilience Grant funding will play a crucial role in this aspect.

The grant funding will be used to improve our knowledge of social vulnerability and the potential impacts to natural and historical resources. The intent is to identify specific strategies, actions and best management practices related to these issues and ensure that this knowledge is disseminated to various stakeholders, local and regional partners as well as to our communities. This project closely ties into and will help amplify, some of the county's ongoing efforts such as the Sustainability and Resiliency initiative; Local Mitigation Strategy Planning efforts; Health in All Policies (HIAP) Initiative, and the Sea Level Rise Vulnerability Assessment project. Additionally, we already have over 180 stakeholders involved in just the Local Mitigation Strategy Plan. Needless to say, the project will involve a wide range of participants and engagement across multiple disciplines. For the proposed project, Pinellas County will be reaching out to its twenty-four municipalities and various stakeholders who have been a part of the LMS, the initial PDRP Planning process as well as the other ongoing initiatives. Public education is a key component of this effort and thus the project will involve both workshops and usage of online tools to improve awareness about vulnerability, comprehensive plan policies and best management practices.

11. PROJECT NEED AND BENEFIT:

- A. Explain the demonstrated need, which the project addresses.** The proposed project will help bring Pinellas County's Comprehensive Plan (Coastal Management Element) in compliance with the "Peril of Flood" statute (Sec. 163.3178(2)(f) F.S.)

Additionally, the proposed project will also help update the vulnerability analysis within the county's PDRP, which was last developed 2012. The vulnerability analysis section within the PDRP is a critical part of the Plan, social vulnerability being a key component of it. Social vulnerability is a major determinant of the time and the capacity of a community to recover following a major disaster. Addressing factors that contribute to our social vulnerability, often involves long-term planning processes that take time to improve the conditions. Therefore, understanding this aspect of vulnerability and identifying actions well in advance is necessary for a high-quality and actionable plan. The proposed project will help achieve this goal.

- B. Explain how the proposed project meets the purpose of one or more of the Goals and Priorities for FRCP.** The proposed project meets the purpose of the **RPG Priority Area 1: Compliance with “Peril of Flood” statute.** It will help identify appropriate policies that need to be incorporated into Pinellas County’s Comprehensive Plan (Coastal Management Element) to meet the requirements of the Peril of Flood” statute.

The proposed project also meets the purpose of the **RPG Priority Area 3. Vulnerability Assessments, Adaptation Plans or Resilience Plans other than that necessary for compliance with Peril of Flood requirements; and the Priority Area 5 Environmental Justice to ensure that all aspects of the environment are being considered in the plan and its outcomes, such as those for historic resources or stormwater management systems.** The Resilience Planning Grant funding will help evaluate and update the existing vulnerability analysis that was conducted as a part of Pinellas County’s Post-Disaster Redevelopment Planning process in 2012. It will enable us to effectively tie it into the current resiliency-focused planning efforts such as the Vulnerability Assessment of Critical Infrastructure and the Capital Infrastructure Planning Tool that the county has initiated in recent years. In addition, it will help expand our understanding of risks and post-disaster recovery and redevelopment from the perspective of social vulnerability and impacts to natural and historic resources.

Although the project specifically focuses on the Priority Areas mentioned above, it also covers aspects under **Priority Area 4 Regional collaboration efforts.** The proposed project will involve direct coordination with municipalities as well as regional partners through some of Pinellas County’s ongoing initiatives such as leadership of and participation in the Tampa Bay Regional Resiliency Coalition, Tampa Bay Climate Science Advisory Panel, and One Bay Resilient Communities.

- C. Discuss how the project is feasible and can be completed by the grant period deadline.** The project will build on the momentum of some of the past and ongoing efforts and therefore is achievable within the given timeframe of the grant. Pinellas County’s Comprehensive Plan Evaluation and Appraisal Report (EAR) is due in 2022. The county is currently leading a major effort to update its Comprehensive Plan. The proposed project will build on these efforts and will be a logical next step to update the Coastal Management Element and bring it in compliance with the “Peril of Flood” statute. Similarly, the County is currently finalizing the FEMA mandated five-year update to its Local Mitigation Strategy due at the end of 2019. The update of the vulnerability analysis within the PDRP will benefit from the updated LMS’s Hazard Identification and Risk Assessment (HIRA), the online LMS ESRI Storymap and other discussions that have taken place, throughout the plan’s five-year update process. All these efforts and the partnerships that have been initiated and strengthened through these ongoing projects, will help to complete the project within the grant period timeline.

- D. Explain how this project is addressing social vulnerability or vulnerability of historic resources or stormwater management systems.** Pinellas County includes over 1 million buildings. Approximately 61 percent of these were built before 1975, prior to the adoption of the stricter construction codes, and therefore are at greater risk to flood and wind events. Pinellas county also has a large population that can be considered socially vulnerable. In case of a major event, these population groups would most likely struggle to recover and cope with the aftermath. Although we are aware of these concerns, we don’t have an in-depth knowledge about these aspects. Traditionally most of our vulnerability analysis in the past, has been focused on buildings and infrastructure. In addition, the understanding of the potential impacts of some of these aspects, on our resilience or the ability to recover following a major event, is limited. The proposed project will expand the existing analysis within the PDRP to include socially vulnerable groups, natural and historical resources. Factors that reduce the capacity to cope with or recover from a disaster will be analyzed. Pinellas county is in the

process of developing an inventory of our historic resources. Based on the available data, the proposed project will analyze the potential impacts to historical resources within Pinellas county and identify critical concerns. The proposed project will complement the analysis with appropriate case examples and identify best management practices to address identified concerns.

12. DESCRIPTION OF PROJECT OUTCOMES:

- **IMPROVE OUR UNDERSTANDING OF RISKS AND IDENTIFY SPECIFIC ACTIONS THAT WILL HELP IMPROVE RESILIENCY**
 - Identify policies, strategies and best management to be incorporated into the Coastal Management Element to meet the “requirements of the Peril of Flood” (Sec. 163.3178(2)(f) F.S.);
 - Update the Vulnerability Analysis within the PDRP; analyze factors that impact the vulnerability of socially vulnerable groups as well as our natural and historic resources; and help identify specific actions and strategies required to address these vulnerabilities.
- **IMPROVE AWARENESS:** Improve our own understanding, as well as help educate and increase awareness among stakeholders and the general public, about these aspects, and our role towards mitigation and long-term resiliency.

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	Task 5	Grant Amount Awarded
Salaries & Fringe	Fixed Price	\$10,000	\$10,000	\$20,000	\$20,000	\$15,000	\$75,000
Contractual Services*	Fixed Price	\$0	\$0	\$0	\$0	\$0	\$0
GRANT AGREEMENT TOTAL		\$10,000	\$10,000	\$20,000	\$20,000	\$15,000	\$75,000

A. Describe how the project costs was determined: Based on the estimated time required to accomplish similar tasks and the salary of the staff who might be involved.

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	Project Initiation	09/18/2020	\$10,000
2	Comprehensive Plan Policy Evaluation	10/23/2020	\$10,000

3	PDRP Evaluation	12/18/2020	\$20,000
4	Vulnerability Analysis	02/26/2021	\$20,000
5	Final Recommendations	04/16/2021	\$15,000
Total			\$75,000

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:** Project Initiation
- B. Goal:** To start the project and identify stakeholders.
- C. Description:** Hold a project kick-off meeting; identify stakeholders; identify related initiatives, or programs; develop a strategy for public engagement; refine and finalize the overall project schedule; and introduce the project through other ongoing planning efforts and/or the LMS Storymap.
- 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 workshop/meeting
 - 3) Presentation(s) and other meeting materials/handouts from each workshop/meeting
 - 4) Brief summary report from each workshop/meeting including attendee feedback and meeting outcomes
 - 5) Any materials created at each workshop/meeting (as applicable)
 - 6) List of project initiatives
 - 7) Finalized project schedule

Task #2

- A. Title:** Comprehensive Plan Policy Evaluation
- B. Goal:** Evaluate the existing policies within Pinellas County's Comprehensive Plan – Coastal Management Element and to identify gaps.
- C. Description:** Evaluate the Coastal Management Element with respect to the requirements for the "Peril of Flood" statute (Sec. 163.3178(2)(f) F.S.); identify policies, site development techniques, redevelopment strategies and best management practices that help improve resiliency; identify other plans, policies and programs that are related; prepare a preliminary list of recommendations.
- 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) Summary of evaluation of the Coastal Management Element
 - 2) Summary of site development techniques, redevelopment strategies, policies and best management practices identified using stakeholder meetings and case studies
 - 3) Preliminary list of recommendations of possible amendments to the Coastal Management Element to bring it in compliance with the "Peril of Flood" statute.
 - 4) Meeting minutes and other materials from stakeholder meeting.

Task #3

- A. Title:** PDRP Evaluation
- B. Goal:** Evaluate the vulnerability analysis chapter and other related sections within Pinellas County's Post-Disaster Redevelopment Plan
- C. Description:** Evaluate the Vulnerability Analysis completed within the PDRP; identify gaps; review case examples to understand best practices and industry standards for addressing socially vulnerable groups and historic resources; coordinate with relevant stakeholders, county departments and agencies

to gain their input and draft recommendations; present project information and gain community input on vulnerability and hazard risks through a community workshop.

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) Summary of evaluation of the PDRP
- 2) Summary of the gaps and additional needs, in terms of analysis and data.
- 3) Preliminary list of recommendations in terms of additional analysis needed as well as strategies to address identified issues.
- 4) Meeting minutes and other materials from stakeholder meeting.
- 5) For stakeholder outreach:
 - a. Copies of announcements/advertisements related to public outreach.
 - b. Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting
 - c. Presentations and other meeting materials/handouts
 - d. Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
 - e. Any materials created at each workshop/meeting (as applicable)

Task #4

A. Title: Vulnerability Analysis

B. Goal: Conduct vulnerability analysis based on the recommendations and inferences drawn from Task 3, and in coordination with other related ongoing projects and programs within the county. Develop a deeper understanding of the impacts on historical resources and socially vulnerable groups and the various aspects (socio-economic, physical and others) that coincide to increase their risks.

C. Description: Identify the socially vulnerable populations and groups; evaluate factors that contribute to social vulnerability as well as locational aspects that exacerbate their conditions; identify potential risks and impacts to historical resources; evaluate potential impacts on recoverability and long-term redevelopment; coordinate with relevant stakeholders, county departments, and regional agencies to gain their input; identify best practices and strategies for addressing potential risks and impacts; draft policy recommendations; and share information related to the task using the LMS Storymap, currently being developed.

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) Summary of the analysis covering factors that contribute to social vulnerability; the potential risks and impacts to historical resources and potential impacts on recovery and long-term redevelopment (including maps, tables, and charts), including a summary of the methodologies used to identify vulnerable populations and groups, and including any relevant data and maps.
- 2) Preliminary list of recommendations including best practices for addressing the identified concerns.
- 3) For stakeholder meeting:
 - a. Copies of all workshop/meeting announcements/advertisements
 - b. Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting
 - c. Presentations and other meeting materials/handouts

- d. Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes
 - e. Any materials created at each workshop/meeting (as applicable)
- 4) Data or related graphics shared with the online Storymap tool, including a URL.

Task #5

A. Title: Final Recommendations

B. Goal: Refine and finalize the recommendations for amendments to the Coastal Management Element to bring it in compliance with the “Peril of Flood” statute based on the input from stakeholders as well as the general public. Finalize the update to the Vulnerability Analysis within the PDRP and its Action Plan.

C. Description: Revise the list of recommendations for amendments to the Coastal Management Element; revise the Vulnerability Analysis section within the PDRP and draft recommendations that need to be incorporated into its Action Plan; coordinate with relevant stakeholders to finalize the recommendations; and conduct community workshop to present recommendations.

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) Draft comprehensive plan policy language in strike-through and underlined format which satisfies the Peril of Flood requirements in Section 163.3178(2)(f), Florida Statutes, which establishes a redevelopment component in the Coastal Element that outlines principles that must be used to eliminate inappropriate and unsafe development in the coastal areas when opportunities arise. The component must include:
 - a. Specific strategies, principles, and engineering solutions that reduce current and future flood risk in coastal areas which results from high-tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea-level rise,
 - b. Policy(ies) that encourage the use of best practices development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designations established by the Federal Emergency Management Agency,
 - c. Site development techniques and best practices that may reduce losses due to current and future flooding and claims made under flood insurance policies issued in this state,
 - d. A policy that requires that development be consistent with, or more stringent than, the flood-resistant construction requirements in the Florida Building Code and applicable flood plain management regulations set forth in 44 C.F.R. part 60,
 - e. A policy that requires that any construction activities seaward of the coastal construction control lines established pursuant to s. 161.053 be consistent with chapter 161, and
 - f. A policy that encourages the local government’s participation in the National Flood Insurance Program Community Rating System administered by the Federal Emergency Management Agency to achieve flood insurance premium discounts for their residents.
- 2) Updated Vulnerability Analysis Section within the PDRP.
- 3) Final list of recommendations including best practices to be incorporated into PDRP’s Action Plan.
- 4) Copies of all workshop/meeting announcements/advertisements
- 5) Agendas and sign-in sheets from each workshop indicating location, date, and time of the meeting
- 6) Presentations and other meeting materials/handouts
- 7) Brief summary report from each workshop/meeting including attendee feedback and workshop outcomes

8) Any materials created at each workshop/meeting (as applicable)