

CBDG-MIT Grant Monthly Progress Report (MPR)

Grant No. – Sub. Name:	MT047 – City of Lakeland			
Project Title:	Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project			
Funding Awarded:	\$42,986,390.00			
Agreement Period:	10/27/2022 – 10/26/2028			
Primary Points of Contact Information:	<i>Tequila James-Murray, Mitigation Team Lead/Grant Manager</i> Phone #850-921-3182 / GM email: tequila.james@deo.myflorida.com DEO - Office of Long-Term Resiliency		<i>Laurie Smith, Manager, Lakes & Stormwater</i> Phone#863-834-6276 / Email: laurie.smith@lakelandgov.net <i>Lana Braddy, Special Projects Coordinator, Lakes & Stormwater</i> Phone#863-834-3327 /Email: ana.braddy@lakelandgov.net	
Activity Reporting Period: MARCH 2023				
<i>An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.</i>				
Section One – Financial Data:				
	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	.00	.00	.00	.00
CDBG-MIT Funds (B)	42,986,390.00	.00	.00	42,986,390.00
TOTAL Project Funds (A+B)	42,986,390.00	.00	.00	42,986,390.00
Section Two – Accomplishments within the <u>Past</u> Month:				

On 3/1/2023 City staff, Laurie Smith and Lana Braddy attended the DEO Teams Training on Davis Bacon/Section 3 Technical Assistance.

On 3/2/2023 the City submitted the Revised draft of the RFQ for Professional Engineering and Environmental Consulting Services (CCNA), proposed Professional Engineering and Environmental Consulting Services Agreement, and Required Forms (as part of the RFQ) to DEO Project Manager for review and approval.

On 3/7/2023, the City submitted the MPR for February 2023.

On 3/9/2023 City staff, Laurie Smith and Lana Braddy attended the DEO Teams Training on Invoice Process for Subrecipients.

On 3/16/2023, DEO Project Manager sent email approval of the Revised draft of the RFQ and associated Agreement and authority to begin solicitation of the RFQ.

On 3/21/2023, City staff, Laurie Smith and Lana Braddy attended the DEO Teams Training on CDBG-MIT Procurement Training.

On 3/22/23, the City, via email, indicated to the DEO Environmental Division that the project would require the completion of a NEPA EA; sought and received additional clarification on what activities were included and reimbursable under the DEO Exempt Activities Approval Letter dated November 10, 2022.

Section Three – Issues or risks that have been faced with resolutions:

The City is awaiting approval of the February MPR.

Section Four – Projected activities to be completed within the following Month:

The City anticipates advertising the RFQ for Professional Engineering and Environmental Consulting Services (CCNA) beginning April 4, 2023. Qualification proposals will be due on May 31, 2023 and a final Lakeland City Commission approval of the Agreement on or about 8/7/2023. A copy of the proposed RFQ Schedule is attached to this QPR.

4/25-27, 2023, City staff Laurie Smith (virtually) and Lana Braddy (in person) will attend the CDBG-DR Problem Solving Clinic (held in Chicago).

Section Five – Required Submissions:

<p>❖ Attachment B - Project Budget</p> <ul style="list-style-type: none"> ➢ Has the Project Budget changed? <ul style="list-style-type: none"> ➢ <i>If answered "Yes", please submit the Revised Attachment B for review and approval.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Attachment C - Activity Work Plan</p> <ul style="list-style-type: none"> ➢ Has the Activity Work Plan/Project Timeline changed? <ul style="list-style-type: none"> ➢ <i>If answered "Yes", please submit the Revised Attachment C for review and approval.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Staffing Plan</p> <ul style="list-style-type: none"> ➢ Were there any Staffing changes? <ul style="list-style-type: none"> ➢ <i>If answered "Yes", please submit the Revised Staffing Plan which will include the Revised Org Chart and Updated names and Job descriptions.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

<p>❖ Equipment Transfer/Disposal</p> <p>➤ Were there Equipment Transferred/Disposed?</p> <p>➤ <i>If answered "Yes", please request a copy of the Equipment Transfer/Disposal Form and disposition instructions from your grant Manager. Complete and submit the Equipment Transfer/Disposal form.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date: <i>Lana Braddy 4.6.23</i></p>	