

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:	<p><i>Tequila James-Murray, Mitigation Team Lead/Grant Manager</i> <i>Phone #850-921-3182 / GM email: tequila.james@deo.myflorida.com</i> <i>DEO - Office of Long-Term Resiliency</i></p>	<p><i>Laurie Smith, Manager, Lakes & Stormwater</i> <i>Phone#863-834-6276 / Email: laurie.smith@lakelandgov.net</i> <i>Lana Braddy, Special Projects Coordinator, Lakes & Stormwater</i> <i>Phone#863-834-3327 /Email: lane.braddy@lakelandgov.net</i></p>

Activity Reporting Period: **AUGUST 2023**

An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.

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 Past Month:

Updated 7/24/2023.

8/1/2023 - 8/31/2023 – The City has been negotiating a contract with the top-ranked Professional Engineering & Environmental Consulting Services firm for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project.

8/7/2023 – The City submitted Attachment J – Audit Compliance Certification FY July '22-June '23 to DOC.

8/10/2023 – The City drafted and submitted the July 2023 MPR to the DOC Project Manager.

8/11/2023 – The City received an email from the DOC Project Manager acknowledging receipt of the City's July 2023 MPR and requested the City's EEO and Affirmative Action Plan (needed before invoicing).

8/14/2023 – The City submitted its EEO and Affirmative Action (AA) Plan Resolution and Policy and Procedure to the DOC Project Manager. The City received the DOC Project Manager's email approving the City's EEO/AA Policy and Plan.

8/15/2023 – The City sent an email to DOC Project Manager regarding the City's reimbursement invoicing methodology previously discussed with DOC, and on 8/23/2023 sent a follow-up email to DOC Project Manager on the 8/15/2023 inquiry regarding the City's reimbursement methodology.

8/23/2023 – The City received the top-ranked firm's Proposal Assumptions, Bid Cost Proposal, and Detailed Estimate.

8/24/2023 – The City sent the DOC Project Manager two signed SERA Access Forms (for invoicing).

8/25/2023 – The City emailed the DOC Project Manager with outstanding contract negotiation issues with a copy of the top-ranked firm's Bid Cost Proposal and detailed estimate. The City received a return email from the DOC Project Manager indicating additional DOC staff will join the regular bi-weekly meeting on 8/31/2023 to discuss the City's outstanding contract and invoicing items.

8/28/2023 – Due to pending Hurricane Idalia, DOC canceled the regularly scheduled meeting.

8/31/2023 - The City, via email, requested that DOC reschedule its bi-weekly meeting as soon as possible to discuss the City's reimbursement invoicing methodology and review the top-ranked firm's cost proposal.

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

The City anxiously awaits DOC's direction on the City's reimbursement invoicing methodology and review of the top-ranked firm's cost proposal so the City can move forward with finalizing the Professional Engineering & Environmental Consulting Services Agreement.

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

The City anticipates finalizing contract negotiations with the top-ranked firm for Professional Engineering & Environmental Consulting Services for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project and submitting the proposed Agreement with its Independent Cost Estimate to DOC for review and approval.

Following DEO's proposed invoice training and approval of SERA access for invoicing, the City anticipates submitting its first reimbursement request before the next MPR.

Section Five – Required Submissions:

❖ **Attachment B - Project Budget**

➤ Has the Project Budget changed?

➤ *If answered "Yes", please submit:*

- ◆ *The **Revised Attachment B** for review and approval.*
- ◆ *The **explanation** for the change.*

Yes

No

<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:</i> <ul style="list-style-type: none"> ◆ <i>The Revised Attachment C for review and approval.</i> ◆ <i>The <u>explanation</u> for the change.</i> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<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> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>❖ Equipment Transfer/Disposal</p> <ul style="list-style-type: none"> ➤ Were there Equipment Transferred/Disposed? <ul style="list-style-type: none"> ➤ <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> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>Section Six – Construction Updates: <i>(only for GIP and CFHP Agreements)</i></p>		
<ul style="list-style-type: none"> ➤ Have you started construction? <ul style="list-style-type: none"> ➤ <i>If answered "Yes", please answer next 3 questions.</i> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ➤ Percentage of Overall Construction CURRENTLY completed? (Approximate) 	_____ %	
<ul style="list-style-type: none"> ➤ Percentage of Overall Construction EXPECTED to be completed next month? (Approximate) 	_____ %	
<ul style="list-style-type: none"> ➤ Have you provided 3 to 5 photos showing construction progress for this month? – <i>If not, please do so</i> 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date: <i>Lana R. Braddy 9/1/2023</i></p>	