

## CBDG-MIT Grant Monthly Progress Report (MPR)

<b>Grant No. – Sub. Name:</b>	<b>MT047 – City of Lakeland</b>	
<b>Project Title:</b>	<b>Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project</b>	
<b>Funding Awarded:</b>	<b>\$42,986,390.00</b>	
<b>Agreement Period:</b>	<b>10/27/2022 – 10/26/2028</b>	
<b>Primary Points of Contact Information:</b>	<p><i>Tequila James-Murray, Mitigation Team Lead/Grant Manager</i>  <i>Phone #850-921-3182 / GM email: <a href="mailto:tequila.james@deo.myflorida.com">tequila.james@deo.myflorida.com</a></i>  <i>DEO - Office of Long-Term Resiliency</i></p>	<p><i>Laurie Smith, Manager, Lakes &amp; Stormwater</i>  <i>Phone#863-834-6276 / Email: <a href="mailto:laurie.smith@lakelandgov.net">laurie.smith@lakelandgov.net</a></i>  <i>Lana Braddy, Special Projects Coordinator, Lakes &amp; Stormwater</i>  <i>Phone#863-834-3327 /Email: <a href="mailto:lane.braddy@lakelandgov.net">lane.braddy@lakelandgov.net</a></i></p>

**Activity Reporting Period: OCTOBER 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
<b>TOTAL Project Funds (A+B)</b>	<b>42,986,390.00</b>	<b>.00</b>	<b>.00</b>	<b>42,986,390.00</b>

**Section Two – Accomplishments within the Past Month:**

Updated 7/24/2023.

10/3/2023 – The City received an email from G. Nevels at DOC following DOC’s review of the City’s Professional Services Procurement Package, Consultant’s Bid Cost Proposal, and Detailed Cost Estimate indicating the City needed to insert Section 3 language in the Professional Services Agreement as it could not be located in the RFQ or Professional Services Agreement.

10/10/2023 – The City researched the previously submitted documents to demonstrate that the Section 3 language was indeed in the previously submitted RFQ and the Professional Services Agreement. The City provided DOC with a copy of the Professional Services Agreement (approved by DOC back in April 2023). Additionally, the City submitted the September 2023 MPR and QPR to DOC for review and approval.

10/11/2023 – The City received an email from G. Nevels at DOC indicating two new team members had been added to the grant project to ensure efficiency. The City (L. Smith) sent an email to the DOC Environmental Team inquiring about the point at which the City could request to use grant funds beyond the initial \$5,000 given the large dollar amount of this grant (\$42.9M) that requires the City to front close to \$6-9M just in Phase I – NEPA Study.

10/12/2023 – During regular bi-weekly TEAMS meetings with DOC, DOC acknowledged that the Section 3 language found in the previously submitted RFQ and Professional Services Agreement was acceptable (and only necessary for construction contracts). DOC approved AECOM’s Bid Cost Proposal and authorized the City to proceed with securing final signatures on the Professional Services Agreement.

10/13/2023 – DOC Project Mgr. acknowledged receipt and approval of the 2023 September QPR. The City inquired if the September MPR had been reviewed and approved yet.

10/17/2023 – City received approval email from DOC PMgr acknowledging receipt and approval of 2023 September QPR.

10/18/2023 – The City provided AECOM with a final version of the Professional Services Agreement (with minor reimbursement language changes) for review, signature, and return to the City.

10/26/2023 – The City received an executed copy of the Professional Services Agreement together with an updated Attachment B and C from AECOM.

10/27/2023 – The City sent an email to DOC PMgr indicating the Final negotiated Agreement for Professional Engineering and Environmental Consulting Services with AECOM, and components of the Agreement had been uploaded to DOC’s secure link for review and approval. J. McCormick, DOC, acknowledged receipt of the email.

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

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

The City anticipates executing the Professional Engineering & Environmental Consulting Services for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation, holding a Project Kick-Off Meeting for Phase I - Feasibility/Environmental, and scheduling a Public Meeting regarding the Project.

**Section Five – Required Submissions:**

<p>❖ <b>Attachment B - Project Budget</b></p> <ul style="list-style-type: none"> <li>➤ Has the Project Budget changed? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please submit:</i> <ul style="list-style-type: none"> <li>◆ <i>The <b>Revised Attachment B</b> for review and approval.</i></li> <li>◆ <i>The <b>explanation</b> for the change.     -+</i></li> </ul> </li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>❖ <b>Attachment C - Activity Work Plan</b></p> <ul style="list-style-type: none"> <li>➤ Has the Activity Work Plan/Project Timeline changed? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please submit:</i> <ul style="list-style-type: none"> <li>◆ <i>The <b>Revised Attachment C</b> for review and approval.</i></li> <li>◆ <i>The <b>explanation</b> for the change.</i></li> </ul> </li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>❖ <b>Staffing Plan</b></p> <ul style="list-style-type: none"> <li>➤ Were there any Staffing changes? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please submit the <b>Revised Staffing Plan</b> which will include the <b>Revised Org Chart</b> and <b>Updated names and Job descriptions</b>.</i></li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>❖ <b>Equipment Transfer/Disposal</b></p> <ul style="list-style-type: none"> <li>➤ Were there Equipment Transferred/Disposed? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please request a copy of the <b>Equipment Transfer/Disposal Form</b> and disposition instructions from your grant Manager. Complete and submit the <b>Equipment Transfer/Disposal form</b>.</i></li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p><b>Section Six – Construction Updates:</b> <i>(only for GIP and CFHP Agreements)</i></p>		
<ul style="list-style-type: none"> <li>➤ Have you started construction? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please answer next 3 questions.</i></li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>➤ Percentage of Overall Construction <b>CURRENTLY</b> completed? (Approximate)</li> </ul>	_____ %	
<ul style="list-style-type: none"> <li>➤ Percentage of Overall Construction <b>EXPECTED</b> to be completed next month? (Approximate)</li> </ul>	_____ %	
<ul style="list-style-type: none"> <li>➤ Have you provided 3 to 5 photos showing construction progress for this month? – <i>If not, please do so</i></li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>This report was prepared by:</i>  <b>Laurie Smith and Lana Braddy</b></p>	<p><b>Signature and date:</b>  <i>Lana R. Braddy</i> <span style="float: right;"><b>11/9/2023</b></span></p>	