**CBDG-MIT Grant**

**Monthly Progress Report (MPR)**

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| **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:** | *Tequila James-Murray, Mitigation Team Lead/Grant Manager**Phone #850-921-3182 / GM email:* *tequila.james@deo.myflorida.com**DEO - Office of Long-Term Resiliency* | *Laurie Smith, Manager, Lakes & Stormwater**Phone#863-834-6276 / Email:* *laurie.smith@lakelandgov.net**Lana Braddy, Special Projects Coordinator, Lakes & Stormwater**Phone#863-834-3327 /Email:* *lana.braddy@lakelandgov.net* |
| Activity Reporting Period: **DECEMBER 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:** |
| 12/1/2023 – The City issued a press release regarding the Lake Bonnet Drainage Basin Mitigation Project award to AECOM.12/1/2023 - The City issued a Notice to Proceed (attached) to AECOM to proceed with Deliverable 2 -Phase I – Feasibility Study Activities and elements of Deliverable 1 – Project Implementation (Administrative Costs).12/4/2023 – City’s receipt of proposed Amendment One to the City’s Subrecipient Agreement from G. Nevel for review and comment.12/5/2023 – City’s receipt of email from A. Kone indicating that Amendment One is a draft. Once the Secretary approves, DOC will send a copy to the City for signature.12/6/2023 – L&S City staff sent Amendment One to City Attorney for legal review only. City sent Modification 1 to Attachment C to DOC PMgr. It incorporated project timeline changes to match AECOM’s bid cost proposal and accommodate DOC’s request to perform the Feasibility Study first vs. running it simultaneously with the NEPA Activities.12/7/2023 – Attend regular TEAMS progress meeting with DOC and introduce the AECOM Project Team.12/8/2023 – City submitted Nov. 2023 MPR.12/18/2023 – An in-person and TEAMS Lake Bonnet Public Participation Planning Meeting was held with City L&S Staff, City Communications, and AECOM Project Team. City submitted revised Attachment C to DOC, bringing project timeline in line with Subrecipient Agreement Timelines. City Communications shared City Branding with AECOM staff.12/19/2023 – City provided AECOM with Environmental Information, Checklists, contact information, ADA Contact Information and ADA language for Public Notices.12/21/2023 – City received Meeting Minutes from AECOM on the Lake Bonnet Public Participation Planning Meeting held on 12/18/2023 (Meeting minutes attached). |
| **Section Three – Issues or risks that have been faced with resolutions:** |
| None. |
| **Section Four – Projected activities to be completed within the following Month:** |
| Continued planning activities for the Initial Project Kick-Off Information Public Meeting to be held on February 15, 2024, from 6 to 8 p.m. |
| **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 [x]  |
| * **Attachment C - Activity Work Plan**
	+ Has the Activity Work Plan/Project Timeline changed?
	+ *If answered “Yes”, please submit:*
		- * + *The* ***Revised Attachment C*** *for review and approval.*
				+ *The* ***explanation*** *for the change.*
 |  Yes [x]  | No [ ]  |
| * **Staffing Plan**
	+ Were there any Staffing changes?
	+ *If answered “Yes”, please submit the* ***Revised Staffing Plan*** *which will include the* ***Revised Org Chart*** *and* ***Updated names and Job descriptions.***
 |  Yes [ ]  | No [x]  |
| * **Equipment Transfer/Disposal**
	+ Were there Equipment Transferred/Disposed?
	+ *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.*
 |  Yes [ ]  | No [x]  |
| **Section Six – Construction Updates:** *(only for GIP and CFHP Agreements)* |
| * + Have you started construction?
	+ *If answered “Yes”, please answer next 3 questions.*
 |  Yes [ ]  | No [x]  |
| * + Percentage of Overall Construction **CURRENTLY** completed? (Approximate)
 |  \_\_\_\_\_\_\_\_ % |
| * + Percentage of Overall Construction **EXPECTED** to be completed next month? (Approximate)
 |  \_\_\_\_\_\_\_\_ % |
| * + Have you provided 3 to 5 photos showing construction progress for this month? *– If not, please do so*
 |  Yes [ ]  | No [ ]  |
| *This report was prepared by:***Laurie Smith and Lana Braddy** | **Signature and date:** **Lana R. Braddy 1/10/2024** |