

Office of Long-Term Resiliency Subrecipient Quarterly Progress Report (QPR)

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>Joseph "Jody" McCormick, FCCM, Mitigation Team Grants Coordinator, OLTR</i> <i>Phone #850-921-3182 GM email:</i> Joseph.McCormick@commerce.fl.gov <i>Department of Commerce - Office of Long-Term Resiliency</i>		<i>Laurie Smith, Manager, Lakes & Stormwater Phone#863-834-6276 /</i> <i>Email:</i> laurie.smith@lakelandgov.net <i>Lana Braddy, Special Projects Coordinator, Lakes & Stormwater Phone#863-834-3327</i> <i>/Email: lane.braddy@lakelandgov.net</i>	
Activity Reporting Period: April 1, 2024 – June 30, 2024				
<i>An update of this report shall be submitted to FloridaCommerce ten (10) calendar days after the end of each quarter.</i>				
Section One – Financial Data: PLEASE SUBMIT COPIES OF SUPPORTING DOCUMENTATION FOR LEVERAGE FUNDS USED TO YOUR GRANT MANAGER ON A MONTHLY BASIS.				
	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

Updated 4/1/2024

Section Two – Accomplishments within the Past Quarter:

Following is an overview of significant accomplishments within the past quarter:

April 2024 - Lana Braddy, City of Lakeland, and Shirley Stark, AECOM staff, attended HUD OIG Fraud Awareness and Detection Training in West Palm Beach, FL, to obtain the required certification on 4/24-30, 2024.

The City's Consultant, AECOM, completed the following activities:

- Geological Model
- Resistivity Survey
- Geotechnical
- Wetlands Delineation Survey

May 2024 – The City updated the project website. The link to the website is:

<https://www.lakelandgov.net/departments/public-works/lakes-stormwater/lake-bonnet-drainage-project/>

The City's Consultant, AECOM, completed the following activities:

- Biological Assessment fieldwork
- Draft of Public Engagement Plan (submitted to the City for review)

June 2024—The City submitted Modification 4 to Attachment C to DOC to align with the Consultant's minor updates to the project schedule. The City received an email from the DOC Project Manager approving the modification.

The City's Consultant, AECOM, completed the following activities:

- Final Engagement Plan
- Q2 Fair Housing - HUD-approved Fair Housing Posters were posted in English and Spanish at the project job site

Section Three – Issues or risks moving project forward (if any):

N/A

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

- The City will submit its first reimbursement invoice to DOC via SERA in July 2024.
- The City's Consultant is currently developing a Digital Elevation Model and finalizing the Draft Feasibility Study for the City's review.
- For the third quarter, the City's Consultant is coordinating with Michelle Davis at the Lakeland Housing Authority to conduct Fair Housing training to educate City and Consultant staff about Fair Housing laws and regulations. The next quarterly report will include an attendance list and the training content.

Section Five – Required Submissions (Attachments - A(3)(M), D(18), E(5), F):

❖ Staffing Plan

- Were there any Staffing changes since last Quarter?
 - If answered "Yes", please submit the **Updated Org. Chart**.

Yes

☐

No ☒

❖ Fair Housing (Attachment F) ➤ Do you Certify that the City of Lakeland will "affirmatively further fair housing" in its community? ➤ Have you already submitted to FloridaCommerce a copy of your Fair Housing resolution or ordinance? ➤ <i>If answered "Yes", please skip the next bullet point.</i> ➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's fair housing resolution or ordinance.</i> ➤ <i>Submit, in the box below, the name and contact information of the Fair Housing Coordinator.</i> ➤ <i>Provide a copy of the published Fair Housing Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.</i> ➤ <i>Establish a system (spreadsheet) to log all fair housing calls and submit to Florida Commerce GM on a quarterly basis.</i> ➤ <i>Submit to Florida Commerce GM support documentation (as proof) for fair housing activities conducted each quarter.</i> ➤ <i>Submit to Florida Commerce GM a copy of the fair housing poster displayed in the Sub-Recipient's office each quarter.</i> • <i>The Sub-Recipient shall document its fair housing activities by keeping photographs, newspaper articles, sign-in sheets and copies of handouts in their CDBG-MIT project file and include information about the activities in the comment section of each QPR.</i>	Yes ☒ Yes ☒ No ☐ ☐ ☐ ☐ ☐ ☐ ☐	This is a condition for receipt of CDBG-DR and CDBG-MIT funds.
➤ Name and contact information of the Subrecipient's Fair Housing Coordinator: Michael Smith, Housing Programs Manager Phone: (863) 834-3367 Email: Michael.Smith3@lakelandgov.net ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> https://www.lakelandgov.net/departments/community-economic-development/housing/fair-housing/		

❖ Equal Employment Opportunity (EEO) <i>(Attachment F)</i> ➤ Do you Certify that the City of Lakeland and the contractors, subcontractors, subrecipients, and consultants that it hires with CDBG-MIT funds will abide by the Equal Employment Opportunity (EEO) Laws of the United States? ➤ Have you already submitted to Florida Commerce a copy of your EEO resolution or ordinance? ➤ <i>If answered "Yes", please skip the next bullet point.</i> ➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's EEO resolution or ordinance.</i> ➤ <i>Submit, in the box below, the name and contact information of the EEO Coordinator.</i> ➤ <i>Provide a copy of the published EEO Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.</i> ➤ <i>Establish a system (spreadsheet) to log all EEO calls and submit to Florida Commerce GM on a quarterly basis.</i> ➤ <i>Submit to Florida Commerce GM the list of certified minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) that the Sub-Recipient uses to solicit bids on CDBG-MIT funded construction activities.</i> • The Sub-Recipient will keep all EEO information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.	Yes ☒ Yes ☒ No ☐ ☐ ☐ ☐ ☐ ☐	This is a condition for receipt of CDBG-DR and CDBG-MIT funds
➤ Name and contact information of the Sub-Recipient's EEO Coordinator: Emily Colon, Deputy City Manager and Title VI/Nondiscrimination Coordinator 228 S. Massachusetts Ave. Lakeland, FL 33801-5086 Phone: (863) 834-6006 Email: Emily.Colon@lakelandgov.net ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> https://www.lakelandgov.net/departments/public-works/ada-accessibility/		

❖ Section 504 and the Americans with Disabilities Act (ADA) <i>(Attachment F)</i> ➤ Do you Certify that the City of Lakeland provides access to all federally funded activities to all individuals, regardless of handicap? ➤ Have you already submitted to Florida Commerce a copy of your Fair Housing resolution or ordinance? ➤ <i>If answered "Yes", please skip the next bullet point.</i> ➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's Section 504/ADA resolution or ordinance.</i> ➤ <i>Submit, in the box below, the name and contact information of the Section 504/ADA Coordinator.</i> ➤ <i>Provide a copy of the published Section 504/ADA Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.</i> ➤ <i>Establish a system (spreadsheet) to log all Section 504/ADA calls and submit to Florida Commerce GM on a quarterly basis.</i> • The Sub-Recipient will keep all Section 504/ADA information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.	Yes ☒ Yes ☒ No ☐ ☐ ☐ ☐ ☐	This is a condition for receipt of CDBG-DR and CDBG-MIT funds
➤ Name and contact information of the Subrecipient's Section 504/ADA Coordinator: Kristin Meador, ADA Specialist 228 S. Massachusetts Ave. Lakeland, FL 33801-5086 Phone: (863) 834-8444 Fax: (863) 834-8040 Email: ADASpecialist@lakelandgov.net or Kristin.Meador@lakelandgov.net ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> https://www.lakelandgov.net/departments/public-works/ada-accessibility/		

➤ Is FULL Environmental Review completed <u>and</u> Approved? <i>If answered "Yes", please take photographs or video of all activity locations prior to initiating any construction and submit with your QPR. As the construction progresses, additional photography or videography shall document the ongoing improvements and be submitted quarterly.</i> If no, please explain where you are in the environmental process: AECOM commenced Feasibility Study Activities on December 1, 2023.		Yes ☐	No ☒
❖ Equipment Tracking <i>(If Construction is part of the Project)</i> ➤ Any Equipment purchased <u>specifically</u> for this project? <i>If answered "Yes", please submit an up-to-date Equipment Inventory Tracking Log listing the current equipment inventory, equipment service dates, etc. for monitoring purposes..</i>		Yes ☐	No ☒
Estimated <u>construction</u> start date (please make sure to review Attachment C as dates should match)		DATE:	
❖ Have you received an AUGF for this project? ❖ Was the AUGF issued with conditions? If yes, please explain: ❖ Estimated <u>expenditure</u> date Date Sub. is estimating submission of 1st Invoice (or next invoice) to Florida Commerce.		No DATE: July 30, 2024	
Section Six - Section 3 Reporting <i>(Attachments F, G(6))</i> *Only provide hours relevant to the current reporting period.			
➤ Please provide the name, phone number and email address of the Subrecipient's Section 3 Coordinator: Lana R. Braddy, Special Projects Coordinator Phone: (863) 834-3327 Email: Lana.braddy@lakelandgov.net			
Total # Section 3 Labor Hours:	Total # Targeted Section 3 labor hours:	Total # labor hours:	
_____ HRS	_____ HRS	_____ HRS	

Updated 9/08/2023

Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org | Twitter: @FLACommerce

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➤ Did the City of Lakeland meet the required benchmark of 25% Section 3 labor hours and 5% Targeted Section 3 labor hours? ➤ <i>If answered "No", please provide a list of qualitative 'best efforts' made during this quarter as an attachment. Examples of best efforts can be found in 24 CFR 75.15(b).</i>		Yes ☐	No ☐
<i>This report was prepared by:</i> Lana R. Braddy	Signature and date: <i>Lana R. Braddy</i> 07/10/2024		

MT047 QPR REPORT TRACKING SPREADSHEET

(Fair Housing, EEO, Section 504 and ADA and Section 3)

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No. of Fair Housing Calls Received For QPR Activity Period		0		
Name of Caller	Reason for Call	Caller Phone No.	Caller Email	Resolution
No. of Fair Housing Events Held For QPR Activity Period:		0		
Date Held:	Name of Event			
	Attachments F, G(6) - The Sub-Recipient shall document its fair housing activities by keeping photographs, newspaper articles, sign-in sheets, and copies of handouts in their CDBG-MIT project file and include information about the activities in the comment section of each QPR.			

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No. of EEO Calls Received For QPR Activity Period		0		
Name of Caller	Reason for Call	Caller Phone No.	Caller Email	Resolution
	The Sub-Recipient will keep all EEO information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.			

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No. of Section 504 and ADA Calls Received For QPR Activity Period		0		
Name of Caller	Reason for Call	Caller Phone No.	Caller Email	Resolution
	The Sub-Recipient will keep all Section 504/ADA information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.			

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No. of Section 3 Calls Received For QPR Activity Period		0		
Name of Caller	Reason for Call	Caller Phone No.	Caller Email	Resolution
Did Subrecipient meet the required benchmark of 25% Section 3 labor hours and 5% Targeted Section 2 labor hours for this quarter?	Meet the benchmark of 25% Section 3 labor hours?	Meet the benchmark of 5% Targeted Section 3 labor hours?		
	Did Subrecipient meet the required benchmark of 25% Section 3 labor hours and 5% Targeted Section 2 labor hours?			