

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: NOVEMBER 2022				
<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	.00
TOTAL Project Funds (A+B)	42,986,390,00	.00	.00	.00
Section Two – Accomplishments within the <u>Past</u> Month:				

11/2/2022 – The City submitted the Environmental Exemption Certification and associated documentation to DEO for review and approval. DEO requested additional information (RAI) from the City on 11/3/2022 (before releasing Exempt funds) and received said information from the City on 11/9/2022.

11/7/2022 – The City sent a follow-up email (originally sent 10/31/22) to DEO noting missing pages from the final executed Subrecipient Agreement and requesting the previously mentioned tracking mechanism. Additionally, in response to the City's receipt of DEO's Exemption Review Process email received on 10/31/22, on 11/7/2022, the City submitted (through an online portal provided by DEO) the following documents: RCZ AZP map NEPA Assist, NEPA Assist Report Military, NEPA Assist Report, Coastal Barrier Zone-407 Fairway, FIRM Maps and Agency Participation, National Flood Hazard Layer FIRMette, and NFIP Participation.

11/8/22 – DEO acknowledged missing pages of Subrecipient Agreement and provided templates for Section 3 document requirements, including monthly and quarterly report templates, budget and work plan templates, and the due date tracker.

11/9/22 – The City submitted an unsigned **First Monthly Report** to DEO with questions regarding the Subrecipient Agreement period. DEO's due date tracker provided to City showed Agreement dates of 11/1/22-10/31/2026 when previous conversations with DEO confirmed this was, at a minimum, a six-year project putting the completion date at 2028 vs. 2026. Additionally, the City submitted to DEO the draft RFQ for Professional Engineering and Environmental Consulting Services and the draft Professional and Environmental Consulting Services Agreement for review and comment.

11/10/2022 – The City received from DEO the Exempt Activities Approval Memorandum indicating compliance with 24 CFR 58.34(a) and funding specific to the exempt activities indicated in the Exemption Certification may be expended. However, the City does not meet the exemption requirements of 24 CFR 58.34(a), and therefore, a higher level of environmental review will be required. Additionally, the City received from DEO (Hannah Briner) the next steps for the environmental review of the project site itself. Checklists, format sheets, DEO's list of Agency Contacts, a list of SHPO-certified local historic preservation contacts, and DEO's list of Tribal Contacts to help the City determine if a CEST or EA will be required and to show the City what all is required for this second level environmental review. No construction work can begin on site until DEO has approved the second-level environmental review.

11/14/22 The City submitted to DEO **Deliverable 1 – Procurement Policies and Procedures** pursuant to A.3.B.1. of the Subrecipient Agreement (City of Lakeland Purchasing Manual).

11/15/22 – Following a response from DEO to the above-referenced 11/9/22 email correcting the Subrecipient Agreement Period to 10/27/22-10/26/2028, the City submitted a **fully signed First Monthly Report** to DEO.

11/16/2022 – The City submitted to DEO the **Staffing Plan – Attachment A**, pursuant to 3.A.1-2 of the Subrecipient Agreement that includes the City of Lakeland's Roles and Responsibilities, Project Organizational Chart, and Project Team Job Descriptions.

11/16/2022 – The City submitted to DEO the **Project Budget-Attachment B** and **Activity Work Plan-Attachment C** pursuant to 3.E. and 3.N. of the Subrecipient Agreement.

11/17/2022 – The City submitted the **Administrative Financial Management Policies** pursuant to Attachment A, Paragraph 3.B.2. of the Subrecipient Agreement as follows: City of Lakeland Grants Administration Handbook, Florida's Government In-The-Sunshine Manual (2022 Edition), State of Florida General Records Schedule GS1-SL, City of Lakeland Accounts Payable Policy Manual and City of Lakeland Grant Schedule Worksheet; submitted the following **QAQC System Policies & Procedures** – City of Lakeland Central Accounting Policy and Procedure Manual, pursuant to Attachment A, Paragraph 3.B.3. of the Subrecipient Agreement; submitted the following **Policies & Procedures to Detect and Prevent Fraud, Waste, and Abuse** pursuant to Attachment A, Paragraph 3.B.4. of the Subrecipient Agreement: City of Lakeland Internal Financial Controls and City

of Lakeland Grants Administration Handbook (previously provided), and submitted **the Policies & Procedures for Requirements under 2 CFR 200 Uniform Administrative Requirements** pursuant to Attachment A, Paragraph 3.B.5. of the Subrecipient Agreement to include: City of Lakeland Procedures for Preparing the SEFA and State Financial Assistance and City of Lakeland Grants Administration Handbook (previously provided).

11/28/22 – DEO provided the City with the SERA form for invoicing purposes; DEO set up reoccurring Microsoft Teams project calls every two weeks on Thursday, effective 12/8/22 until 5/25/23, from 10:30 a.m. to 11:00 a.m., and asked the City via email to provide the question discussed in our last Teams meeting: “In order to utilize the maximum grant funding for the project, the City structured the grant in such a way that the City would not seek reimbursement for City staff time (payroll). Does DEO require the City to still track that time (similar to an in-kind grant situation) to track all project costs? DEO verbally responded “No” to that question.

11/29/22 – Teams meeting with DEO Environmental Group to clarify City questions (from DEO Environmental Initial Contact email sent to City on 10/28/22 from Matthew Pegram) on the timing of the environmental review process, providing the associated forms and next steps for the review, approval, and advertising of the RFQ for Professional Engineering and Environmental Consulting Services (to complete the environmental review phase) that falls under CFR 58.34(a) indicated in the Exemption Certificate dated 11/10/22; DEO (Matthew Pegram) sent a follow-up email to the City with the following attachments providing assistance with the review process: CEST and EA environmental checklist, Agency contact information, SHPO-certified local historic preservation contacts, DEO’s updated Native American Tribal Contacts and emails for each of the environmental team members.

11/30/22 – DEO sent an email to the City confirming receipt of the following documents: October Monthly Report, Policies & Procedures 2 CFR 200, Fraud, Waste and Abuse Policy, QAQC Policy, Administrative Financial Policy, Attachment B&C, and Staffing Plan. Additionally, DEO acknowledged that procurement documents are pending review, and DEO will notify the City as soon as the review is complete. The additional sentiment was expressed by DEO that “...the City was in a good place to have been recently executed.”

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

See the notation in Section Two above under the date of 11/7/2022 - The City is still awaiting receipt of a fully executed hard copy of the Subrecipient Agreement.

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

The City anticipates receipt of DEO’s approval of the 30-day required documentation submitted back in November 2022. Additionally, the City will address any outstanding DEO comments and re-submit a 2nd draft of the RFQ for Professional Engineering and Environmental Consulting Services and the draft Professional and Environmental Consulting Services Agreement incorporating DEO’s recommendations in anticipation of advertising the RFQ.

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.*

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 the Revised Attachment C for review and approval.</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><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date:  1/6/23</p>	