

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:	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: SEPTEMBER 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.

9/1/2023 – The City submitted the August 2023 MPR to DOC for review and approval.

9/11/2023 – The City submitted a follow-up email to the DOC Pmgr. Re: 1. The City's Reimbursement Invoicing Methodology, 2. DOC's review and approval of the Consultant's Bid Cost Proposal and Detailed Estimate submitted to DOC on 8/23/2023 and whether it is acceptable for the Prime Consultant to utilize a fixed price method for invoicing the City.

9/13/2023- The City received a responding email from DOC PMgr. indicating the following: 1. Confirming Arnaud Kone, DOC, will be on the City's bi-weekly call with DOC on Thurs. 9/14/2023; Confirming that the City can invoice at 5% for every phase of the project due to the significant dollar amount of the grant as stated in the City's email (**this statement was later retracted by Arnaud Kone on the 9/14/2023 bi-weekly phone call and clarified that the 5% is only applicable during construction*), and DOC will need a couple more days to review the Consultant's Bid Cost Proposal and detailed estimate submitted to DOC on 8/23/2023, and whether it is acceptable for the Prime Consultant to utilize a fixed price method for invoicing the City. DOC PMgr also indicated that Lakeland must expend the project's funds before seeking reimbursement from Commerce.

9/14/2023 – The City held its bi-weekly call with DOC, and the following topics were addressed: the City's Leveraged Funds and the need for the City to prepare a letter to DOC requesting removal of leveraged funds (after review of the City's initial grant application, it was determined that those funds referenced for Bonnet Springs Park were expended back in 2021), clarification of 5% invoicing for the construction phase only, and the status of DOC's review of the City's submitted Cost Proposal and Detailed Estimate from the top-ranked bidder.

9/15/2023 – The City drafted and submitted a "Removal of Leveraged Funds" letter to Arnaud Kone as instructed by DOC.

9/25/2023 – The City sent a follow-up email to DOC PMgr. regarding the following: Is there any movement on removing leveraged funds (following our letter to Arnaud on 9/15/2023), and is an amendment to the Subrecipient Agreement required? 2. Status on the cost proposal review? 3. information on the invoicing topic previously submitted.

9/26/2023 – The DOC PMgr responded to the City's 9/25/2023 status email indicating that the leveraged funds were not in the contract but in the grant application; therefore, it would not require an amendment to the Subrecipient Agreement and requested the following requests stemming from DOC's review of the Cost Proposal: • The sub-recipient should provide documentation regarding the person or consultant who prepared the Independent Cost Estimate, including the date completed. • The sub-recipient should provide documentation regarding when the detailed analysis (estimate) was prepared in correlation to the procurement. The City researched past documentation and submittals and responded to DOC PMgr with the requested documentation.

9/28/2023 – The City sent an email forwarding previously submitted SERA Access forms for invoicing to G. Nevels @ DOC (to expedite the process) and informed DOC of a City staff change in Finance.

9/29/2023 – Receipt and response to DOC PMgr. requesting an updated organization chart from the City with the recent staff change.

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

The City experienced a significant delay awaiting DOC's review of the City's top-ranked bidder's Bid Cost Proposal and Detailed Estimate to gain final approval to move forward with executing the Professional Engineering & Environmental Consulting Services for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation. ***Prior to submitting this MPR (October 2023), the City received DOC's approval of the referenced documents.*

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

Updated 7/24/2023

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Upon DOC's approval, the City anticipates executing the Professional Engineering & Environmental Consulting Services for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation and holding a Project Kick-Off Meeting with the sub-consultant to begin the Feasibility/Environmental Phase of the Project.

Section Five – Required Submissions:

<p>❖ Attachment B - Project Budget</p> <ul style="list-style-type: none"> ➤ Has the Project Budget changed? <ul style="list-style-type: none"> ➤ <i>If answered "Yes", please submit:</i> <ul style="list-style-type: none"> ◆ The Revised Attachment B for review and approval. ◆ The <u>explanation</u> for the change. -+ 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<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"> ◆ The Revised Attachment C for review and approval. ◆ The <u>explanation</u> for the change. 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<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> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<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> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

Section Six – Construction Updates: *(only for GIP and CFHP Agreements)*

<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> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> ➤ Percentage of Overall Construction CURRENTLY completed? (Approximate) 	<p>_____ %</p>	
<ul style="list-style-type: none"> ➤ Percentage of Overall Construction EXPECTED to be completed next month? (Approximate) 	<p>_____ %</p>	
<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> 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

This report was prepared by:
Laurie Smith and Lana Braddy

Signature and date: *Lana R. Braddy 10/10/23*

Updated 7/24/2023

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