

CBDG-MIT Grant 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>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</i>		<i>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: ana.braddy@lakelandgov.net</i>	
Activity Reporting Period: October 1, 2022 – December 30, 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	42,986,390.00
TOTAL Project Funds (A+B)	42,986,390.00	.00	.00	42,986,390.00
Section Two – Accomplishments within the <u>Past</u> Quarter:				

DEO fully executed the CDBG-MIT Subrecipient Agreement on 10/27/2022. On 11/9/2022, 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. On 11/10/2022, the City received from DEO the Exempt Activities Approval Memorandum. (Details in Nov. Monthly Report). On 11/14/2022-11/17/2022, the City began submitting the required documentation that included Deliverable 1 - Procurement Policies and Procedures, Staffing Plan- Attachment A, Project Budget – Attachment B, Activity Work Plan – Attachment C, Administrative Financial Management Policies, QAQC System Policies & Procedures, Policies & Procedures to Detect and Prevent Fraud, Waste, and Abuse, and Policies & Procedures for Requirements under 2 CFR 200 Uniform Administrative Requirements. On 11/30/2022, the DEO Grant Manager confirmed receipt of the above-referenced required documents. Additionally, on 12/1/2022, DEO provided the City with Procurement Checklist recommendations for the City’s RFQ and Agreement for Engineering and Environmental Consulting Services.

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

As of this QPR, the City is awaiting DEO approval of the submitted 30-day documentation.

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

The City anticipates receipt of DEO’s approval of the 30-day required documentation submitted 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 (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

<p>❖ Fair Housing (<i>Attachment F</i>)</p> <ul style="list-style-type: none"> ➤ Do you Certify that the City of Lakeland will "affirmatively further fair housing" in its community? ➤ Have you already submitted to DEO a copy of your Fair Housing resolution or ordinance? <ul style="list-style-type: none"> ➤ <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 DEO GM on a quarterly basis.</i> ➤ <i>Submit to DEO GM support documentation (as proof) for fair housing activities conducted each quarter.</i> ➤ <i>Submit to DEO GM a copy of the fair housing poster displayed in the Sub-Recipient's office each quarter.</i> <p style="text-align: center;">• 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.</p>	<p style="text-align: center;">Yes <input checked="" type="checkbox"/></p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p style="text-align: center; color: red;">This is a condition for receipt of CDBG-MIT funds.</p>
<ul style="list-style-type: none"> ➤ Name and contact information of the City of Lakeland'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> <p>https://www.lakelandgov.net/departments/community-economic-development/housing/fair-housing/</p>		

<p>❖ Equal Employment Opportunity (EEO) (<i>Attachment F</i>)</p> <ul style="list-style-type: none"> ➤ Do you Certify that the City of Lakeland and the contractors, subcontractors, sub-recipients 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 DEO a copy of your EEO resolution or ordinance? <ul style="list-style-type: none"> ➤ <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 DEO GM on a quarterly basis.</i> ➤ <i>Submit to DEO 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. 	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p style="color: red;">This is a condition for receipt of CDBG-MIT funds.</p>
<ul style="list-style-type: none"> ➤ Name and contact information of the City of Lakeland'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/ 		

<p>❖ Section 504 and the Americans with Disabilities Act (ADA) (<i>Attachment F</i>)</p> <ul style="list-style-type: none"> ➤ 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 DEO a copy of your Fair Housing resolution or ordinance? <ul style="list-style-type: none"> ➤ <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 DEO 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. 	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p style="color: red;">This is a condition for receipt of CDBG-MIT funds.</p>
<ul style="list-style-type: none"> ➤ Name and contact information of the City of Lakeland's Section 504/ADA Coordinator: Jenny Sykes, M.S., ADAC 228 S. Massachusetts Ave. Lakeland, FL 33801-5086 Phone: (863) 834-8444 Email: Jenny.Sykes@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/ 		

<p>❖ Section 3 (Attachments F, G(6))</p> <p>➤ Did the City of Lakeland and the contractors, subcontractors, sub-recipients, and consultants that it hires, have hired qualified low- and moderate-income residents for any job openings that exist on CDBG-MIT-funded projects in the community?</p> <p>➤ <i>If answered "Yes", please submit a report addressing the following:</i></p> <ul style="list-style-type: none"> • <i>The total number of labor hours worked.</i> • <i>The total number of labor hours worked by Section 3 workers.</i> • <i>The total number of labor hours worked by Targeted Section 3 workers.</i> <p>➤ <i>If Section 3 benchmarks are not met, the sub-recipient's qualitative efforts must be reported in a manner required by 24 CFR §75.25(b).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Construction Documentation (If Construction is part of the Project)</p> <p>➤ Is the FULL Environmental Review completed <u>and</u> Approved?</p> <p>➤ <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></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Equipment Tracking (If Construction is part of the Project)</p> <p>➤ Any Equipment purchased <u>specifically</u> for this project?</p> <p>➤ <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></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Estimated <u>construction</u> start date</p>	<p>N/A</p>	
<p>❖ Estimated <u>expenditure</u> start date</p> <p>➤ Date Sub. is estimating the submission of 1st Invoice to DEO.</p>	<p>04/01/2023</p>	
<p><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date: <i>Laurie Smith</i> 1/23/2023 (Resubmitted)</p>	