

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:	<p><i>Tequila James-Murray, Mitigation Team Lead/Grant Manager</i> <i>GM Phone#850-921-3182/GM Email: tequila.james@deo.myflorida.com</i> <i>DEO - Office of Long-Term Resiliency</i></p>		<p><i>Laurie Smith, Manager, Lakes & Stormwater Phone #863-834-6276/Email: laurie.smith@lakelandgov.net</i> <i>Lana Braddy, Special Projects Coordinator, Lakes & Stormwater, Phone#863-834-3327/Email: lane.braddy@lakelandgov.net</i> <i>City of Lakeland</i></p>	
Activity Reporting Period: July 1, 2023 – September 30, 2023				
<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> Quarter:				

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

July 2023 – On July 17, 2023, the Lakeland City Commission approved the City’s Request to Negotiate Agreement for Professional Engineering and Environmental Consulting Services with the top-ranked shortlisted firm.

August 2023 – The City began contract negotiations with the top-ranked shortlisted firm, which included sending the proposed Agreement for Professional Engineering and Environmental Consulting Services for their review and approval and requesting the firm’s submittal of a Bid Cost Proposal. The top-ranked firm submitted its Bid Cost Proposal, Detailed Estimate, and List of Assumptions to the City. Those documents were subsequently forwarded to DOC for final review and approval.

September 2023 – The DOC responded to the City’s submittal of the top-ranked firm’s Bid Cost Proposal requesting a response to two questions, and the City immediately provided that response, anticipating final approval and authorization to move forward with the Professional Engineering & Environmental Consulting Services Agreement to begin the Environmental/Feasibility Phase of the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation project.

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 QPR (October 2023), the City received DOC’s approval of the referenced documents.*

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

The City will move forward with the execution of the Professional Engineering & Environmental Consulting Services for the Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation, schedule and hold a Project Kick-Off Meeting/Public Meeting to begin the Feasibility/Environmental Phase of the Project.

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.***

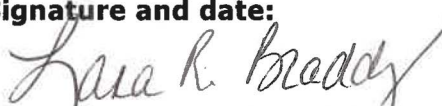
Yes

No

<p>❖ Fair Housing (Attachment F)</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>• 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>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input 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>
<p>➤ Name and contact information of the City of Lakeland's Fair Housing Coordinator:</p> <p>Michael Smith, Housing Programs Manager Phone: (863) 834-3367 Email: Michael.Smith3@lakelandgov.net</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i></p> <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, 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 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> ➤ Submit, in the box below, the name and contact information of the EEO Coordinator. ➤ <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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input 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>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: <p>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</p> <ul style="list-style-type: none"> ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> <p>https://www.lakelandgov.net/departments/public-works/ada-accessibility/</p>		

<p>❖ Section 504 and the Americans with Disabilities Act (ADA) (Attachment F)</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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input 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: <p>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</p> <ul style="list-style-type: none"> ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> <p>https://www.lakelandgov.net/departments/public-works/ada-accessibility/</p>		

<p>❖ Section 3 (<i>Attachments F, G(6)</i>)</p> <p>➤ Did the City of Lakeland and the contractors, subcontractors, subrecipients 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 subrecipient'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 (<i>If Construction is part of the Project</i>)</p> <p>➤ Is FULL Environmental Review completed and <u>Approved</u>?</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 (<i>If Construction is part of the Project</i>)</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 submission of 1st Invoice to DEO.</p>	<p>10/30/2023</p>	
<p><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date:  10/10/2023</p>	

**MT047 QPR TRACKING SPREADSHEET
(EEO)**

Grant No. - Sub Name	Project Title	Funding Award	Agreement Period	QPR Activity Reporting Period
MT047-City of Lakeland	Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project	\$42,986,390.00	10/27/2022 - 10/26/2028	Q3-2023 07/1/2023 - 09/30/2023
No. of EEO Calls Received For QPR Activity Period		0		
Name of Caller	Reason for Call	Caller Phone No.	Caller Email	Resolution

