

MEMORANDUM

TO: Governing Board
FROM: Ann B. Shortelle, Ph.D., Executive Director
DATE: December 4, 2014
RE: Approval of Springs Grant for Levy Blue Spring Water Quality Improvement Project from the Florida Department of Environmental Protection

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to execute the Florida Department of Environmental Protection springs grant for the Levy Blue Water Spring Quality Improvement project.

BACKGROUND

The Suwannee River Water Management District (District) staff contacted local governments and agricultural interests throughout the 15 county area and invited them to submit relevant project concepts. Staff worked with local partners to quantify potential benefits to springs through use of modeling tools and other analyses. The Governing Board hosted a public workshop May 13, 2014, to discuss the proposed projects relevancy to the appropriation, their demonstrable benefit to the spring, their readiness to move forward, and their benefits and costs. At the direction of the Board, staff conducted further analyses and revisions followed by additional discussions with stakeholders and potential cooperators. District staff prepared and submitted the proposed projects to the Florida Department of Environmental Protection (DEP) for consideration.

At the August 12, 2014 Governing Board meeting, the Board approved the acceptance of \$8,123,660 from the DEP for nine (9) springs grants subject to approval by the Joint Legislative Budget Commission (LBC). On September 12, 2014, the LBC favorably recommended the DEP Springs Restoration Funding Project Plan that included the nine (9) springs project grants within the District. The DEP springs grant is \$185,000 for the Levy Blue Spring Water Quality Improvement Project.

Staff has coordinated with DEP on the work plan and agreement (see attachments) for the Levy Blue Springs Water Quality Improvement Project.

SM/rl
Attachments

DEP AGREEMENT NO. S0792

**STATE OF FLORIDA
GRANT AGREEMENT
PURSUANT TO LINE ITEM 1645 OF THE 2014-2015 GENERAL APPROPRIATIONS ACT**

THIS AGREEMENT is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department") and the SUWANNEE RIVER WATER MANAGEMENT DISTRICT, whose address is 9225 County Road 49, Live Oak, Florida 32060 (hereinafter referred to as "Grantee"), Water Management District, to provide financial assistance for the Levy Blue Spring Water Quality Improvement Project.

In consideration of the mutual benefits to be derived herefrom, the Department and the Grantee do hereby agree as follows:

1. The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, **Attachment A, Grant Work Plan**, and all attachments and exhibits named herein which are attached hereto and incorporated by reference. For purposes of this Agreement, the terms "Grantee", and "Recipient" are used interchangeably.
2. This Agreement shall begin upon execution by both parties and remain in effect for a period of twelve (12) months, inclusive. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
3.
 - A. As consideration for the satisfactory completion of services rendered by the Grantee under the terms of this Agreement, the Department shall pay the Grantee on a cost reimbursement basis up to a maximum of \$195,000. The parties hereto understand and agree that this Agreement does not require a match on the part of the Grantee.
 - B. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon the completion, submittal and approval of deliverables identified in **Attachment A**, in accordance with the schedule therein. Reimbursement shall be requested utilizing **Attachment B, Payment Request Summary Form**. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. A final payment request should be submitted to the Department no later than sixty (60) days following the completion date of the Agreement, to assure the availability of funds for payment.
 - C. The State Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. In accordance with the **Attachment C, Contract Payment Requirements**, the Grantee shall comply with the minimum requirements set forth therein. The Payment Request Summary Form shall be accompanied by supporting documentation and other requirements as follows for each deliverable:
 - i. Contractual (Subcontractors) - Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours/time spent on the project. All multipliers used (i.e. fringe benefits, overhead, and/or general and administrative rates) shall be supported by audit. If the Department determines that

multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. For fixed price (vendor) subcontracts, the following provisions shall apply:

- a. The Grantee may award, on a competitive basis, fixed price subcontracts to consultants/contractors in performing the work described in Attachment A. Invoices submitted to the Department for fixed price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (Invitation to Bid or Request for Proposals) resulting in the fixed price subcontract.
 - b. The Grantee may request approval from the Department to award a fixed price subcontract resulting from procurement methods other than those identified in the paragraph above. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed price amount, the Grantee may proceed in finalizing the fixed price subcontract.
 - c. All subcontracts are subject to the provisions of paragraph 12 and any other appropriate provisions of this Agreement which affect subcontracting activities.
- D. In addition to the invoicing requirements contained in paragraphs 3.B. and C. above, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. This information, when requested, must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at <http://www.fldfs.com/aadir/reference%5Fguide>.
- E.
- i. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
 - ii. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.

- iii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department by the Grantee.
4. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations.
5. The Grantee shall utilize **Attachment D, Progress Report Form**, to describe the work performed during the reporting period, problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. Quarterly reports shall be submitted to the Department's Grant Manager no later than twenty (20) days following the completion of the quarterly reporting period. It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31. The Department's Grant Manager shall have thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee. Final payment, of up to ten (10) percent of the total Agreement amount identified in paragraph 3.A., may be withheld until all work is completed, all deliverables have been submitted, match requirements have been met and the Final Project Report has been received and approved.
6. Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.
7.
 - A. The Department may terminate this Agreement at any time in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.
 - B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days written notice.
8. No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Grantee shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to the Department, within ten (10) days of being notified of the unsatisfactory deliverable. If a satisfactory deliverable is not submitted within the specified timeframe, the Department may, in its sole discretion, either: 1) terminate this Agreement for failure to perform, or 2) the Department Grant Manager may, by letter specifying the failure of performance under this Agreement, request that a proposed Corrective Action Plan (CAP) be submitted by the Grantee to the Department. All CAPs must be able to be implemented and performed in no more than sixty (60) days.
 - A. A CAP shall be submitted within ten (10) calendar days of the date of the letter request from the Department. The CAP shall be sent to the Department Grant Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Grantee shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of this Agreement for cause as authorized in this Agreement.

- B. Upon the Department's notice of acceptance of a proposed CAP, the Grantee shall have ten (10) calendar days to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, the Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by the Department or steps taken by the Grantee shall preclude the Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Grant Manager.
- C. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by the Department may result in termination of the Agreement

The remedies set forth above are not exclusive and the Department reserves the right to exercise other remedies in addition to or in lieu of those set forth above, as permitted by the Agreement.

- 9. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1)(a), Florida Statutes.
- 10. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following Agreement completion. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
- 11.
 - A. In addition to the requirements of the preceding paragraph, the Grantee shall comply with the applicable provisions contained in **Attachment E, Special Audit Requirements**, attached hereto and made a part hereof. **Exhibit 1 to Attachment E** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment E**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.
 - B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment E, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section __.210 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

<https://apps.fldfs.com/fsaa>

The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

12. A. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager. The Grantee shall submit a copy of the executed subcontract to the Department within ten (10) days after execution. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- B. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
13. In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.
14. The Grantee shall comply with all applicable federal, state and local rules and regulations in providing services to the Department under this Agreement. The Grantee acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.
15. Any notices between the parties shall be considered delivered when posted by Certified Mail, return receipt requested, or overnight courier service, or delivered in person to the Grant Managers at the addresses below.
16. The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is identified below.

| | |
|--|----------------------------------|
| Patricia Sanzone | |
| Florida Department of Environmental Protection | |
| Water Quality Restoration Program | |
| 2600 Blair Stone Road, MS# 3570 | |
| Tallahassee, Florida 32399 | |
| Telephone No.: | (850) 245-7511 |
| Fax No.: | (850) 245-8434 |
| E-mail Address: | Patricia.sanzone@dep.state.fl.us |

17. The Grantee's Grant Manager for this Agreement is identified below.

| | |
|--|--|
| Abby Johnson | |
| Suwannee River Water Management District | |
| 9225 County Road 49 | |
| Live Oak, Florida 32060 | |
| Telephone No.: | (386) 647-3129 |
| Fax No.: | (386) 362-1056 |
| E-mail Address: | ajj@srwmd.org |

18. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of its employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.
19. A. The Grantee shall secure and maintain Commercial General Liability insurance including bodily injury and property damage. The minimum limits of liability shall be \$200,000 each individual's claim and \$300,000 occurrence. This insurance will provide coverage for all claims that may arise from the services and/or operations completed under this Agreement, whether such services and/or operations are by the Grantee or anyone directly or indirectly employed by him. Such insurance shall include the State of Florida as an Additional Insured for the entire length of the Agreement.
- B. The Grantee shall secure and maintain Commercial Automobile Liability insurance for all claims which may arise from the services and/or operations under this Agreement, whether such services and/or operations are by the Grantee or by anyone directly, or indirectly employed by him. The minimum limits of liability shall be as follows:
- \$300,000 Automobile Liability Combined Single Limit for Company Owned Vehicles, if applicable
- \$300,000 Hired and Non-owned Liability Coverage
- C. All insurance policies shall be with insurers licensed or eligible to do business in the State of Florida. The Grantee's current certificate of insurance shall contain a provision that the insurance will not be canceled for any reason except after thirty (30) days written notice (with the exception of non-payment of premium which requires a 10 day notice) to the Department's Procurement Administrator.
20. The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
21. Reimbursement for equipment purchases costing \$1,000 or more is not authorized under the terms and conditions of this Agreement.
22. The Department may at any time, by written order designated to be a change order, make any change in the Grant Manager information or task timelines within the current authorized Agreement period. All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change, which causes an increase or decrease in the Grantee's cost or time, shall require formal amendment to this Agreement.
23. A. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may

not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

24. Land acquisition is not authorized under the terms of this Agreement.
25. This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.
26. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

SUWANNEE RIVER WATER
MANAGEMENT DISTRICT

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Title: *

By: _____
Secretary or designee

Date: _____

Date: _____

Grant Manager name, DEP Grant Manager

DEP Contracts Administrator

Approved as to form and legality:

DEP Attorney

FEID No.: 59-1520101

*For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Grantee must accompany the Agreement.

List of attachments/exhibits included as part of this Agreement:

| Specify Type | Letter/ Number | Description (include number of pages) |
|-------------------|-------------------|---|
| <u>Attachment</u> | <u>A</u> | <u>Grant Work Plan (4 Pages)</u> |
| <u>Attachment</u> | <u>B</u> | <u>Payment Request Summary Form (2 Pages)</u> |
| <u>Attachment</u> | <u>C</u> | <u>Contract Payment Requirements (1 Page)</u> |
| <u>Attachment</u> | <u>D</u> | <u>Progress Report Form (1 Page)</u> |
| <u>Attachment</u> | <u>E</u> | <u>Special Audit Requirements (5 Pages)</u> |

**ATTACHMENT A
GRANT WORK PLAN**

Project Title: Levy Blue Spring Water Quality Improvement Project

Project Summary: The project will expand Bronson's existing wastewater collection and transmission system. The Town currently has a very limited gravity sewer collection system. Within the Town's core commercial corridor, the majority of the county buildings, businesses and churches are currently without municipal sewer service and must utilize either holding tanks or septic tanks. Many of the existing septic tanks are aged and were installed in the 1970s and 1980s. The Town has developed a multi-phase plan to expand municipal sewer service throughout the Town and reduce nitrogen loading to groundwater as septic tanks are removed from service and wastewater is routed for treatment at the Town's wastewater treatment plant (WWTP). The Town currently has Phase I, a \$2,400,000 sewer extension project, under construction. This grant funding will allow the Town to provide service to an existing park (Bronson Park) that serves multiple functions for the Town. There are no connection fees associated with extension of the sewer transmission line to the existing Town park, and the existing septic tank will be properly abandoned.

Total project costs are shared between the Town of Bronson, a grant from the U.S. Department of Agriculture – Rural Development Assistance (USDA-RD), the Suwannee River Water Management District (District), and a springs legislative appropriation through the Florida Department of Environmental Protection (Department).

Project Location: Town of Bronson, Levy County (See figure at end.)

Impacted Spring(s) Name: Levy Blue Spring

Latitude/Longitude: 29.4462/-82.6380

Hydrologic Unit Code: 031101010303

Task 1

Title: Septic Tank Phase-out/Sewer Extension Construction

Description: This task consists of survey, design, permitting, bidding, engineering construction services, and construction of a sewer extension into the Town's park. Phase I currently under construction in the Town will provide the connection point where the park parcel's construction will provide a new pump station for park sanitary sewer flow to the Town's wastewater treatment plant. The Town's existing park has multiple baseball and football fields, tennis courts, etc. with a covered pavilion that provides concerts to the public. The entire facility is served by bathroom and kitchen facilities that have a septic system that is failing due to elevated groundwater levels. The septic system will be abandoned properly by the Town's contractor. All work for this project will be in the contractual budget category.

In the bimonthly progress reports that will be submitted to the Department Grant Manager, an update will be provided on the status of each subtask as a way to describe any issues or delays encountered or to report everything is on target with the project subtasks.

The task consists of the following subtasks for purposes of deliverables and invoicing:

Subtask A - Survey, Design, and Permitting - \$21,400.00

This subtask consists of the following work:

Survey – The park parcel survey work will be performed. \$6,900.00

Design – Design of the park parcel sewer extension will be done. \$12,000.00

Permitting – Permits required to perform the park parcel construction will be obtained. \$2,500.00

Subtask B - Construction Material Procurement and Bidding - \$46,000.00

This subtask consists of procuring all materials and bidding the work required to complete the park parcel sewer extension.

Construction Material Procurement – This consists of purchase of the materials to be used in the park sewer extension work. \$42,000.00

Bidding Assistance – The Town will receive bidding assistance for the construction work to be done. \$4,000

Subtask C - Project Construction - \$115,100.00

This subtask consists of the following work:

Construction Material Installation – This consists of construction of the project sewer line and pump station and proper abandonment of the park's septic system. \$92,300.00

Sewer Addition Testing and Start-up – The park parcel sewer addition and pump station will be tested and started up to connect the parcel wastewater flows to the Town's central wastewater treatment system.

\$15,000.00

Construction Observation – This is the on-site construction inspection services provided and review of the contractor’s work done by the overseeing consulting firm to ensure the project work is accomplished as designed and planned. \$7,800.00

Subtask D - Engineering Construction Administration and Construction Close-out - \$12,500.00

This subtask consists of two components, engineering construction administration and construction close-out.

Engineering Construction Administration – This consists of engineering assistance throughout the project’s duration, as well as completion of all necessary reporting for funding approvals and close-out.

Applicable work to be done as part of administration includes engineering review of shop drawings, construction meeting attendance, and field reviews. \$5,000.00

Construction Close-out – The project final construction documents will be prepared under this subtask, including the as-built drawings and warranty information. \$7,500.00

Deliverables:

Subtask A - Submission of a copy of the project’s topographic survey, copies of the design drawings and specifications, copies of permits or application(s) for permits (if the permits have not been received by the time the Grantee is ready to invoice the Department for reimbursement), a copy of the Town of Bronson’s invoice, which will include the consultant’s invoice(s) related to the survey, design, and permit application work done for the Town.

Subtask B - Submission of photographs showing materials purchased for the project’s work; a copy of the Town of Bronson’s invoice(s), which will include the contractor’s detailed invoice(s) with copies of receipts related to the mobilization and procurement of the construction materials ; and evidence of the engineering consultant’s assistance with procurement of the contractor for project construction (invoices)

Subtask C - Submission of photographs showing before, during, and after construction work related to the project; a copy of the Town of Bronson’s invoice(s), which will include the contractor’s invoice(s) related to construction of the project and abandonment of the septic system; a copy of the Town of Bronson’s invoice(s), which will include the contractor’s invoice(s) related to the testing, start-up, and certification of the new system; a copy of the system certification; a copy of the Town’s invoices from the engineer related to construction administration and the on-site construction inspection services provided and review of the contractor’s work done

Subtask D - Submission of copy of as-built drawings (may be electronically submitted); copies of any release of liens (as applicable); copies of invoices from the Town of Bronson related to the close-out activities; copies of invoices from the Town of Bronson related to construction close-out activities by their engineering consultants

Performance Measures:

Subtask A - The Department’s Grant Manager will review the deliverables to make sure they were done within the grant agreement period and to ensure they represent the project described in this work plan. Invoices will be reviewed for applicability to the subtask work.

Subtask B - The Department’s Grant Manager will review the contractor’s material purchase and will ascertain if the materials purchased are in line with the project scope.

Subtask C - The Department’s Grant Manager will review the photographic history of the construction work to ensure the installation of the sewer line and pump station and the septic system abandonment are completed as intended. Invoices will be reviewed in addition to other deliverables related to the certification of the testing and start-up of the system and related to the on-site inspections done during construction of the project.

Subtask D - The Department’s Grant Manager will review the deliverables to ensure the project was completed successfully and that the administration invoices represent work applicable to the project being funded.

Timeline:

Subtask A - Performance Period – Month 1 – Month 7; Deliverables Due Date – Month 7

Subtask B - Performance Period – Month 7 – Month 10; Deliverables Due Date – Month 10
Subtask C - Performance Period – Month 7 – Month 10; Deliverables Due Date – Month 10
Subtask D - Performance Period – Month 1 – Month 12; Deliverables Due Date – Month 12

Budget Narrative:

It is anticipated that the District will provide \$195,000 and the Town of Bronson is providing \$2,400,000 toward the overall project construction costs beyond the grant funding shown in the budget table.

Subtask payment requests must be tied to completion of each subtask and submittal of the associated deliverables, as well as Department’s acceptance or approval of the deliverables.

| Task 1 Budget by Category | Department Funding |
|---|---------------------------|
| Subtask A - Survey, Design, Permitting (Contractual) | \$21,400.00 |
| Subtask B - Construction Material Procurement, and Bidding Assistance (Contractual) | \$46,000.00 |
| Subtask C - Project Construction (Contractual) | \$115,100.00 |
| Subtask D – Engineering Construction Administration and Construction Close-out (Contractual) | \$12,500.00 |
| TOTAL FOR TASK | \$195,000.00 |

TOTAL GRANT PROJECT BUDGET:

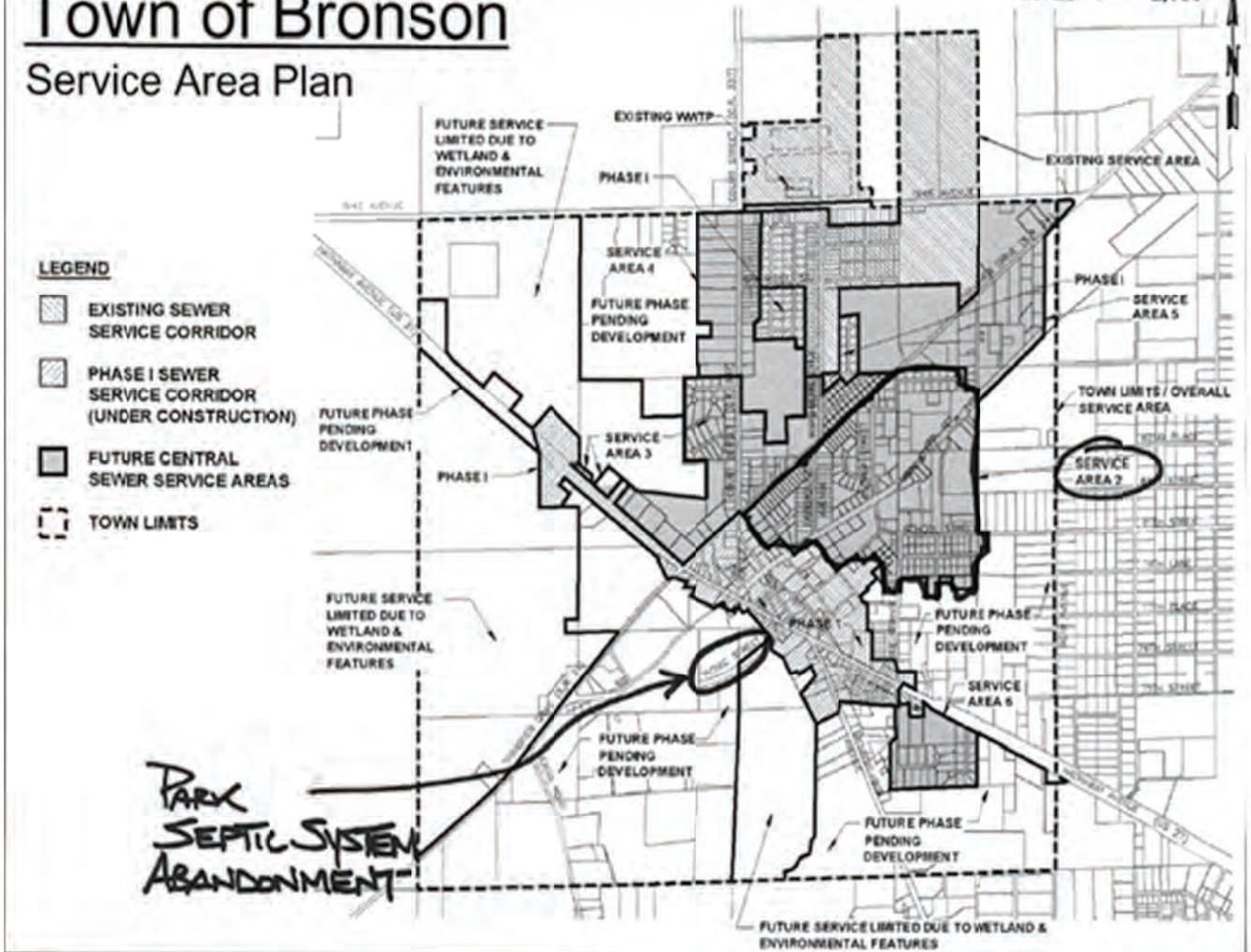
| Category Totals | Department Funding |
|------------------------------------|---------------------------|
| Contractual Total | \$195,000.00 |
| TOTAL GRANT PROJECT FUNDING | \$195,000.00 |

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Town of Bronson

Service Area Plan

SCALE: 1" = 2,000'



**ATTACHMENT B
PAYMENT REQUEST SUMMARY FORM**

Grantee: _____
Mailing Address: _____

Grantee's Grant Manager: _____
Payment Request No.: _____

DEP Agreement No.: S0792
Date Of Request: _____

Performance Period: _____

Task/Deliverable Amount Requested: \$ _____

Task/Deliverable No.: _____

GRANT EXPENDITURES SUMMARY SECTION

[Effective Date of Grant through End-of-Grant Period]

| CATEGORY OF EXPENDITURE | AMOUNT OF THIS REQUEST | TOTAL CUMULATIVE PAYMENT REQUESTS | MATCHING FUNDS | TOTAL CUMULATIVE MATCHING FUNDS |
|---|------------------------|-----------------------------------|----------------|---------------------------------|
| Salaries | \$N/A | \$N/A | \$N/A | \$N/A |
| Fringe Benefits | \$N/A | \$N/A | \$N/A | \$N/A |
| Travel (if authorized) | \$N/A | \$N/A | \$N/A | \$N/A |
| Subcontracting: | | | | |
| Contractual | \$ | \$ | \$N/A | \$N/A |
| Equipment Purchases | \$N/A | \$N/A | \$N/A | \$N/A |
| Supplies/Other Expenses | \$N/A | \$N/A | \$N/A | \$N/A |
| Land | \$N/A | \$N/A | \$N/A | \$N/A |
| Indirect | \$N/A | \$N/A | \$N/A | \$N/A |
| TOTAL AMOUNT | \$ | \$ | \$N/A | \$N/A |
| TOTAL TASK/DELIVERABLE BUDGET AMOUNT | \$ | | \$N/A | |
| Less Total Cumulative Payment Requests of: | \$ | | \$N/A | |
| TOTAL REMAINING IN TASK | \$ | | \$N/A | |

GRANTEE CERTIFICATION

The undersigned certifies that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

| | |
|-------------------------------------|------------------------|
| _____ | _____ |
| Grantee's Grant Manager's Signature | Grantee's Fiscal Agent |
| _____ | _____ |
| Print Name | Print Name |
| _____ | _____ |
| Telephone Number | Telephone Number |

**INSTRUCTIONS FOR COMPLETING
PAYMENT REQUEST SUMMARY FORM**

GRANTEE: Enter the name of the grantee's agency.

MAILING ADDRESS: Enter the address that you want the state warrant sent.

DEP AGREEMENT NO.: This is the number on your grant agreement.

DATE OF REQUEST: This is the date you are submitting the request.

TASK/DELIVERABLE AMOUNT REQUESTED: This should match the amount on the "*TOTAL TASK/DELIVERABLE BUDGET AMOUNT*" line for the "*AMOUNT OF THIS REQUEST*" column.

GRANTEE'S GRANT MANAGER: This should be the person identified as grant manager in the grant Agreement.

PAYMENT REQUEST NO.: This is the number of your payment request, not the quarter number.

PERFORMANCE PERIOD: This is the beginning and ending date of the performance period for the task/deliverable that the request is for (this must be within the timeline shown for the task/deliverable in the Agreement).

TASK/DELIVERABLE NO.: This is the number of the task/deliverable that you are requesting payment for and/or claiming match for (must agree with the current Grant Work Plan).

GRANT EXPENDITURES SUMMARY SECTION:

"AMOUNT OF THIS REQUEST" COLUMN: Enter the amount that was expended for this task during the period for which you are requesting reimbursement for this task. This must agree with the currently approved budget in the current Grant Work Plan of your grant Agreement. Do not claim expenses in a budget category that does not have an approved budget. Do not claim items that are not specifically identified in the current Grant Work Plan. Enter the column total on the "*TOTAL AMOUNT*" line. Enter the amount of the task on the "*TOTAL TASK BUDGET AMOUNT*" line. Enter the total cumulative amount of this request **and** all previous payments on the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" line. Deduct the "*LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF*" from the "*TOTAL TASK BUDGET AMOUNT*" for the amount to enter on the "*TOTAL REMAINING IN TASK*" line.

"TOTAL CUMULATIVE PAYMENT REQUESTS" COLUMN: Enter the cumulative amounts that have been requested to date for reimbursement by budget category. The final request should show the total of all requests; first through the final request (this amount cannot exceed the approved budget amount for that budget category for the task you are reporting on). Enter the column total on the "*TOTALS*" line. **Do not enter anything in the shaded areas.**

"MATCHING FUNDS" COLUMN: Enter the amount to be claimed as match for the performance period for the task you are reporting on. This needs to be shown under specific budget categories according to the currently approved Grant Work Plan. Enter the total on the "*TOTAL AMOUNT*" line for this column. Enter the match budget amount on the "*TOTAL TASK BUDGET AMOUNT*" line for this column. Enter the total cumulative amount of this and any previous match claimed on the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" line for this column. Deduct the "*LESS TOTAL CUMULATIVE PAYMENTS OF*" from the "*TOTAL TASK BUDGET AMOUNT*" for the amount to enter on the "*TOTAL REMAINING IN TASK*" line.

"TOTAL CUMULATIVE MATCHING FUNDS" COLUMN: Enter the cumulative amount you have claimed to date for match by budget category for the task. Put the total of all on the line titled "*TOTALS*." The final report should show the total of all claims, first claim through the final claim, etc. **Do not enter anything in the shaded areas.**

GRANTEE CERTIFICATION: Must be signed by both the Grantee's Grant Manager as identified in the grant agreement and the Grantee's Fiscal Agent.

NOTES:

If claiming reimbursement for travel, you must include copies of receipts and a copy of the travel reimbursement form approved by the Department of Financial Services, Chief Financial Officer.

Documentation for match claims must meet the same requirements as those expenditures for reimbursement.

ATTACHMENT C

Contract Payment Requirements Florida Department of Financial Services, Reference Guide for State Expenditures *Cost Reimbursement Contracts*

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget should be reimbursed.

Listed below are examples of the types of documentation representing the minimum requirements:

- (1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- (3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.
- (4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- (6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address: http://www.fldfs.com/aadir/reference_guide.htm

ATTACHMENT D

PROGRESS REPORT FORM

| | | | |
|---|-------|-----------------------|--|
| DEP Agreement No.: | S0792 | | |
| Grantee Name: | | | |
| Grantee Address: | | | |
| Grantee's Grant Manager: | | Telephone No.: | |
| Reporting Period: | | | |
| Project Number and Title: | | | |
| <p>Provide the following information for all tasks and deliverables identified in the Grant Work Plan: a summary of project accomplishments for the reporting period; a comparison of actual accomplishments to goals for the period; if goals were not met, provide reasons why; provide an update on the estimated time for completion of the task and an explanation for any anticipated delays and identify by task.</p> <p>NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan.</p> <p><u>The following format should be followed:</u></p> <p>Task 1:</p> <p>Progress for this reporting period:</p> <p>Identify any delays or problems encountered:</p> | | | |

This report is submitted in accordance with the reporting requirements of DEP Agreement No. S0792 and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager

Date

ATTACHMENT E

SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/fac/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **5** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **3** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

| Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following: | | | | | |
|--|----------------|-------------|------------|----------------|------------------------------|
| Federal Program Number | Federal Agency | CFDA Number | CFDA Title | Funding Amount | State Appropriation Category |
| | | | | | |
| | | | | | |
| | | | | | |

| State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs: | | | | | |
|--|----------------|------|------------|----------------|------------------------------|
| Federal Program Number | Federal Agency | CFDA | CFDA Title | Funding Amount | State Appropriation Category |
| | | | | | |
| | | | | | |
| | | | | | |

| State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.: | | | | | | |
|--|--------------------------------------|-------------------|-------------|--|----------------|------------------------------|
| State Program Number | Funding Source | State Fiscal Year | CSFA Number | CSFA Title or Funding Source Description | Funding Amount | State Appropriation Category |
| Original Agreement | General Revenue Fund, Line Item 1645 | 2014-2015 | 37.052 | Florida Springs Grant Program | \$195,000.00 | 087870 |
| | | | | | | |
| | | | | | | |

| | | | | | | |
|--------------------|--|--|--|--|---------------------|--|
| Total Award | | | | | \$195,000.00 | |
|--------------------|--|--|--|--|---------------------|--|

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

MEMORANDUM

TO: Governing Board
FROM: Ann B. Shortelle, Ph.D., Executive Director
DATE: December 4, 2014,
RE: Authorization to Amend the Interlocal Agreement with the Town of Bronson for the Levy Blue Spring Water Quality Improvement Project

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to amend the interlocal agreement with the Town of Bronson to implement the Levy Blue Spring Water Quality Improvement project.

BACKGROUND

The Fiscal Year 2014-2015 budget includes funds for springs protection and water supply projects that will match DEP funds. The Governing Board approved the Bronson Wastewater System Extension Regional Initiative Valuing Environmental Resources (RIVER) project in the amount of \$50,000 from the District and \$1,596,000 from the Town of Bronson. On May 23, 2014 the District and the Town of Bronson entered into Memorandum of Agreement 13/14-179 for Cost Share Assistance for the project.

The District collaborated with the Town of Bronson to expand the Town's existing wastewater collection and transmission system to serve an existing park for inclusion in the District's proposed springs grant project submittals to the Department of Environmental Protection (DEP) for potential funding consideration. The Governing Board held a public workshop on this and other springs projects on May 13, of 2014.

On September 12, 2014, the Joint Legislative Budget Commission approved the DEP's Springs Restoration Funding Project Plan that included the Levy Blue Springs Water Quality Improvement Project. The total Levy Blue Springs Water Quality Improvement Project cost is \$3,110,600 with contributions of \$50,000 from the District, \$195,000 from the DEP springs grant and \$2,865,600 from the Town of Bronson.

To implement the Levy Blue Springs Water Quality Improvement Project, the District needs to amend the existing Memorandum of Agreement with Town of Bronson to establish each entity's roles and responsibilities for the addition of the DEP springs grant.

SAM/rl

**FIRST AMENDMENT TO MEMORANDUM OF AGREEMENT
BETWEEN
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
AND
THE TOWN OF BRONSON
FOR
COST SHARE ASSISTANCE**

THIS AMENDMENT is entered into this _____ day of _____, 2014 by and between the Suwannee River Water Management District, a special taxing district organized under Chapter 373, Florida Statutes, whose address is 9225 CR 49, Live Oak, Florida 32060, (hereinafter the "DISTRICT"), and Town of Bronson, a Florida municipal corporation, whose address is PO Box 266, Bronson, Florida, 32621-0266 (hereinafter the "COOPERATOR").

WITNESSETH:

WHEREAS, on May 23, 2014, DISTRICT and COOPERATOR entered into Memorandum of Agreement 13/14-179 for Cost Share Assistance for the Bronson RD Wastewater System Extension Project with the Town of Bronson, (hereinafter the "AGREEMENT").

NOW THEREFORE, in consideration of the terms and conditions set forth herein DISTRICT and COOPERATOR do covenant and agree as follows:

The AGREEMENT is hereby amended, altered, and changed as follows:

- Exhibit A Project Description and Scope of Work, shall be amended to include both the matter originally set out therein and the attached Exhibit A-1 Project Description and Scope of Work.
- Exhibit B Project Cost Estimate and Cost Share Funding Breakdown, shall be amended to include both the matters originally set out therein and the attached Exhibit B-1 Project Cost Estimate and Cost Share Funding Breakdown.

In all other respects the AGREEMENT shall remain the same and is hereby ratified by the parties.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT, as of the day and year first specified above.

EXECUTED this _____ day of _____, 2014 by COOPERATOR.

TOWN OF BRONSON

By: _____

(print name) _____

As its _____

EXECUTED this _____ day of _____, 2014 by DISTRICT.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

By: _____

Ann B. Shortelle, Ph.D.
As its Executive Director

Reviewed and Approved

By: _____

R. Dave Dickens
District Representative

Exhibit A-1 Project Description and Scope of Work

Project Title: Project Title: Levy Blue Spring Water Quality Improvement Project

Project Summary: The project will expand the COOPERATOR's existing wastewater collection and transmission system. The COOPERATOR currently has a very limited gravity sewer collection system. Within the COOPERATOR's core commercial corridor, the majority of the county buildings, businesses and churches are currently without municipal sewer service and must utilize either holding tanks or septic tanks. Many of the existing septic tanks are aged and were installed in the 1970s and 1980s. The COOPERATOR has developed a multi-phase plan to expand municipal sewer service throughout the COOPERATOR and reduce nitrogen loading to groundwater as septic tanks are removed from service and wastewater is routed for treatment at the COOPERATOR's wastewater treatment plant (WWTP). The COOPERATOR is currently under construction on the Phase I \$2,400,000 sewer extension project, and this additional funding will allow the COOPERATOR to serve an existing park (Bronson Park) that serves in multiple functions for the COOPERATOR.

The current Phase 1 project includes the Bronson Park. The Park is the portion of the project that received favorable funding consideration approved by the Joint Legislative Budget Commission. Phase 1 involves the removal of approximately 60 septic tanks. The estimated nitrogen load reduction to groundwater is 1,848 lb N/yr.

There are no connection fees associated with this Phase to extend the sewer transmission line to an existing Town park and abandon an existing septic tank. Total project costs are shared between the COOPERATOR, a grant from the U.S. Department of Agriculture – Rural Development Assistance (USDA-RD), the DISTRICT, and a springs legislative appropriation through the Florida Department of Environmental Protection (Department).

| | |
|--------------------------|------------------------------|
| Project Location: | Town of Bronson, Levy County |
| Impacted Spring(s) Name: | Levy Blue Spring |
| Latitude/Longitude: | 29.4462/-82.6380 |
| Hydrologic Unit Code: | 031101010303 |

Exhibit B-1 Project Cost Estimate and Cost Share Funding Breakdown

Title: Septic-tank Phase-out/Sewer Extension Construction

Description: Survey, design, permitting, bidding, engineering construction services, and construction of a central sewer extension to the Town's park. Phase I is currently under construction and provides the connection point where the park parcel's new pump station will pump its sanitary sewer flow for subsequent transmission to the COOPERATOR's wastewater treatment plant. The COOPERATOR's existing park has multiple baseball and football fields, tennis courts, etc. with a covered pavilion that provides concerts to the public. The entire facility is served by bathroom and kitchen facilities that have a septic system that is failing due to elevated groundwater levels.

The task will consist of the following subtasks at the displayed rates:

| | |
|--|-------------|
| A. Survey | \$6,900.00 |
| B. Design | \$12,000.00 |
| C. Permitting | \$2,500.00 |
| D. Bidding Assistance | \$4,000.00 |
| E. Engineering Construction Administration** | \$5,000.00 |
| F. Construction Observation** | \$7,800.00 |
| G. Construction: Material Procurement** | \$42,000.00 |
| H. Construction: Material Installation** | \$92,300.00 |
| I. Construction: Testing and Start-up** | \$15,000.00 |
| J. Construction: Close-out** | \$7,500.00 |

** Denotes construction-phase activities that will have monthly invoicing.

In the quarterly progress report that will be submitted to the Department's Grant Manager, an update will be provided on the status of this task as a way to describe any issues or delays encountered or to report everything is on target with the task.

Deliverables:

- A. Submission of a copy of project's topographic survey.
- B. Submission of project's design drawings and specifications.
- C. Submission of necessary regulatory permit application(s).
- D. Engineering assistance with procurement of contractor for construction of the improvements. Copies of monthly invoices will be provided for activities related to this subtask.
- E. Engineering review of shop drawings, construction meeting attendance, and field review. Copies of monthly invoices will be provided related for activities related to this subtask.
- F. On-site construction inspection services and review of the contractor's work. Copies of monthly invoices will be provided for activities related to this subtask.
- G. Submission of photographs showing before, during, and after construction work related to the subtask; a copy of the Town of Bronson's invoice, which will include the contractor's monthly invoice related to the mobilization and procurement of the construction materials.

- H. Submission of photographs showing before, during, and after construction work related to the subtask; a copy of the Town of Bronson's invoice, which will include the contractor's monthly invoice related to the installation of construction materials.
- I. Submission of photographs showing before, during, and after construction work related to the subtask; a copy of the Town of Bronson's invoice, which will include the contractor's monthly invoice related to the testing, start-up, and certification of the new system.
- J. Submission of final invoice, as-built drawing, release of liens (as applicable), and warranty information. Copies of monthly invoices will be provided for activities related to this subtask.

Performance Measures:

- A. The Department's Grant Manager will review the deliverables when received to ensure they represent the work intended to be cooperatively funded with the springs legislative appropriation. The Department's Grant Manager will review the deliverables to ensure the work paid for represents the work that was to be completed in this subtask.

Timeline:

| Subtask | Performance period | Deliverables due date |
|----------|--------------------|-----------------------|
| A. | Month 1 – Month 3 | Month 3 |
| B. | Month 2 – Month 5 | Month 5 |
| C. | Month 4 – Month 6 | Month 6 |
| D. | Month 6 – Month 7 | Month 7 |
| E THRU J | Month 7 – Month 10 | Month 10 |

Budget Narrative:

The DISTRICT will provide no more than \$195,000 toward the Project. The COOPERATOR is providing \$2,400,000 toward the overall project construction costs beyond the grant funding shown in the budget table.

Subtask payment requests must be tied to completion of each subtask and submittal of the associated deliverables, as well as Department's acceptance or approval of the deliverables.

Budget by Category

Contractual

TOTAL FOR TASK

Legislative Funding

\$195,000.00

\$195,000.00

TOTAL GRANT PROJECT BUDGET:

Category Totals

Contractual Total

TOTAL GRANT PROJECT FUNDING:

Legislative Funding

\$195,000.00

\$195,000.00

Town of Bronson

Service Area Plan

SCALE: 1" = 2,000'

LEGEND

-  EXISTING SEWER SERVICE CORRIDOR
-  PHASE I SEWER SERVICE CORRIDOR (UNDER CONSTRUCTION)
-  FUTURE CENTRAL SEWER SERVICE AREAS
-  TOWN LIMITS

