



FLORIDA  
DEPARTMENT of  
ECONOMIC  
OPPORTUNITY

We thank you for your time spent taking this survey.  
Your response has been recorded.

Below is a summary of your  
responses

[Download PDF](#)

Welcome to Rebuild Florida's General Infrastructure Program Application.

The CDBG-MIT team encourages you to utilize the GIP Instructions that are located in the GIP Guidelines when completing this application. The instructions provide a step-by-step guide that may answer questions that arise while filling out the application. Attached are the GIP Checklist and Guidelines, GIP Checklist and Instructions, Implementation Plan Template, and Budget Template.

[GIP Guidelines](#)

[GIP Checklist and Instructions](#)

[GIP IP Template](#)

[GIP Budget Template](#)

The following are methods for responding to questions for this application:

- Short response
- Attaching essay responses in the form of a text or Word document
- Downloading templates, filling them out and re-uploading them to the application
- Answering Yes/No response questions
- Selecting multiple answers
- Providing an e-signature

If an entity is submitting more than one application, make sure to name **all** attached files like so, EntityNamePD\_GIP1, EntityNamePD\_GIP2, EntityNamePD\_GIP3 etc.

Be aware that by answering "Yes" to the question "Is there any duplication of benefits?" your application will not be considered eligible for the General Infrastructure Program. Similarly, by

answering "No" to the compliance and monitoring agreement questions your application will also not be considered eligible for the General Infrastructure Program.

Please be advised that those who have completed the registration process will have unlimited access to their application until the application deadline. If you entered this application by clicking on the link through DEO's CDBG-MIT website, then you may **not** be able to access your application repeatedly. In order to gain unlimited access, please send an email to: CDBG-MIT@deo.myflorida.com to receive a link to this application.

### Project and Applicant Information

Official Project Title	Fogarty & 3rd Pump Assist Injection Well
Official Applicant Entity Name	City of Key West
Primary Contact Name and Title	John Paul Castro, Utilities Director
Phone Number	305-809-3902
Email	jcastro@cityofkeywest-fl.gov
Mailing Address	P.O. Box 1409, Key West, FL 33041
FEIN#	59-6000346
DUNS#	079864898

Are there any co-applicants involved in this project?

☐ Yes

☒ No

### Project Description (2,500 word limit)

Write an overview/summary, not to exceed 2,500 words, of the project being proposed.

What is the project purpose? Include address and locations of the proposed activity (this includes site addresses).

What specifically are the risk(s) that will be mitigated by the completion of this project?

Explain the use of natural infrastructure in the project.

Describe how the work will be completed and the team that will be responsible.

Explain the method(s) used to determine project funding requirements.

Describe the anticipated outcomes.

Describe how the project will be maintained after it is completed.

**Attach your response as a Word document titled: EntityNamePD\_GIP**

CityofKeyWestPD\_GIP1.docx

26.6 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

### Community Value (1,500 word limit)

Describe, in 1,500 words or less, the project's value to the community in normal circumstances and in times of natural disasters.

Which of the seven (7) community lifelines will be served by completion of this project?

How does this project enhance regional and/or multi-jurisdictional community resilience?

Does the project area have any cultural or historical significance?

Attach in a zip folder a maximum of ten photographs that provide both interior and exterior views.

**Attach zip folder containing your Word document response and photos. Title zip folder: EntityNameCV\_GIP**

CityofKeyWestCV\_GIP1.zip

11.4 MB

application/zip

### Capacity Plan (1,500 word limit)

Provide a strategic plan overview of 1,500 words or less that addresses goals, stakeholders, the work plan, (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for GIP project management and maintenance. Provide a short profile on each person on your current staff who will perform project-related tasks and a position description for any new hires who will be assigned to project responsibilities. Have any project contractors been identified? If so, briefly describe your selection process. Attach a word document titled: EntityNameCP\_GIP

**Attach your Word document response titled: EntityNameCP\_GIP**

CityofKeyWestCP\_GIP1.docx

## Public Notice Requirement

Units of General Local Governments (UGLG) must receive public input on their application by abiding by one or both of these new notice formats:

1. **Post information about the project online:** Post the information about your project to your public website and allow for a 14-day public comment period. State the type(s) of project(s) to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Please submit a copy of the post and any public comments to DEO by submitting an attachment below.
2. **Host a virtual public meeting:** Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including minutes and a public meeting notice. The notice should be posted in a newspaper of general circulation and to your UGLG website. State the type(s) of project(s) to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of a public meeting with city, county and tribal governments must also meet the following requirements:

- Documentation of newspaper advertisement
- Notice of the public meeting must be provided at least five days prior to the meeting.
- Documentation of a meeting must include sign-in sheets and minutes.

**For both options**, documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate must be provided. In this case, documentation will need to be translated into **Spanish** and **Haitian Creole**.

Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format (choice #1 and/or #2 above) and upload the required documents.

In addition to following these instructions please include relevant notice dates on your **Implementation Plan template**.

**Applications will not be complete until Public Notice requirements are fulfilled. All**

**Public Notice evidence must be submitted to DEO, by attaching documents to this application, before the application close date of September 14th.**

**Attach all evidence in any of these formats: Word, PowerPoint, PDF, JPEG or zip file.**

**Title files: EntityNamePN\_GIP**

CityofKeyWestPN\_GIP1.pdf

1.4 MB

application/pdf

### **Implementation Plan**

Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. Please allow time for any unacquired permits, waivers, and/or approvals if applicable. The Implementation Plan Template has been provided in this application and can also be found in Appendix D of the GIP Guidelines.

[GIP IP Template](#)

**Download and rename template: EntityNameIP\_GIP**

CityofKeyWestIP\_GIP1.xlsx

28.4 KB

application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

### **Blueprints/ Architectural Designs**

If blueprints or architectural designs are relevant to your proposed activity, please upload a zip file with those contents.

**Attach zip folder containing your blueprints or architectural designs. Title zip folder:**

**EntityNameBlueprints\_GIP**

Drop files or click here to  
upload

## Budget

Include your project budget using the Budget Template that is found below and in Appendix E in the GIP Guidelines. Ensure your budget is reasonable, appropriate and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the GIP's allowable minimum (\$500,000) and maximum (\$150,000,000)? Ensure there is no duplication of benefits.

[GIP Budget Template](#)

## Download and Rename template: EntityNameBudget\_GIP

CityofKeyWestBudget\_GIP1.docx

32.3 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

Is there any duplication of benefits?

Please be advised that by answering "Yes" to this question, your application will not be considered eligible for the General Infrastructure Program.

☐ Yes

☒ No

All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.

## Leveraged Dollars

Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program?

☒ Yes

☐ No

If your project involves the qualified use of matching or leveraged funds or services in any capacity, (see Part 5 in the GIP Guidelines) then describe the specifics of leveraged

fund/service usage. Provide answers to the following questions: Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. Disclose sources and uses of non CDBG-MIT funds. What other federal, state and/or local entities have you contacted concerning funding for the proposed project and what were the results? Put "N/A" if this section is not applicable to your project.

The City of Key West submitted an application to FDEM/FEMA for this project for consideration of a Hazard Mitigation Grant Program (HMGP) award under Hurricane Michael in May of this year. As a Tier 3 applicant, however, it is understood that the likelihood of funds availability for this project under Hurricane Michael may be limited, and will not be known for several years. Additionally, the City submitted an application mimicking this proposal's scope of work to DEO under the CDBG-DR Infrastructure Repair Program, Round 2 in June of this year. As the status of these previously submitted application remains unknown, additional funding sources continue to be sought. The City has committed to a local match for this proposed CDBG-MIT General Infrastructure Program application in the amount of \$1,206,900, approximately 16% of the total estimated project cost. As this project is a priority for the City, CDBG-MIT funding will ensure this project's timely implementation.

Characters remaining: 1518

Select each county that your project benefits. DEO will use this information to assess MID, social vulnerability, rural and fiscally-constrained areas. Only counties eligible for CDBG-MIT funds are listed below.

- |                                    |                                    |                                       |   |                                    |
|------------------------------------|------------------------------------|---------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Alachua   | <input type="checkbox"/> Dixie     | <input type="checkbox"/> Indian River | <input checked="" type="checkbox"/> <b>Monroe</b> | <input type="checkbox"/> Sarasota  |
| <input type="checkbox"/> Baker     | <input type="checkbox"/> Duval     | <input type="checkbox"/> Lafayette    | <input type="checkbox"/> Nassau                   | <input type="checkbox"/> Seminole  |
| <input type="checkbox"/> Bradford  | <input type="checkbox"/> Flagler   | <input type="checkbox"/> Lake         | <input type="checkbox"/> Okeechobee               | <input type="checkbox"/> St. Johns |
| <input type="checkbox"/> Brevard   | <input type="checkbox"/> Gilchrist | <input type="checkbox"/> Lee          | <input type="checkbox"/> Orange                   | <input type="checkbox"/> St. Lucie |
| <input type="checkbox"/> Broward   | <input type="checkbox"/> Glades    | <input type="checkbox"/> Leon         | <input type="checkbox"/> Osceola                  | <input type="checkbox"/> Sumter    |
| <input type="checkbox"/> Charlotte | <input type="checkbox"/> Hardee    | <input type="checkbox"/> Levy         | <input type="checkbox"/> Palm Beach               | <input type="checkbox"/> Suwannee  |
| <input type="checkbox"/> Citrus    | <input type="checkbox"/> Hendry    | <input type="checkbox"/> Manatee      | <input type="checkbox"/> Pasco                    | <input type="checkbox"/> Taylor    |
| <input type="checkbox"/> Clay      | <input type="checkbox"/> Hernando  | <input type="checkbox"/> Marion       | <input type="checkbox"/> Pinellas                 | <input type="checkbox"/> Union     |

- ☐ Collier
- ☐ Highlands
- ☐ Martin
- ☐ Polk
- ☐ Volusia
- ☐ Columbia
- ☐ Hillsborough
- ☐ Miami-Dade
- ☐ Putnam
- ☐ Wakulla
- ☐ DeSoto

### Overall LMI Benefit

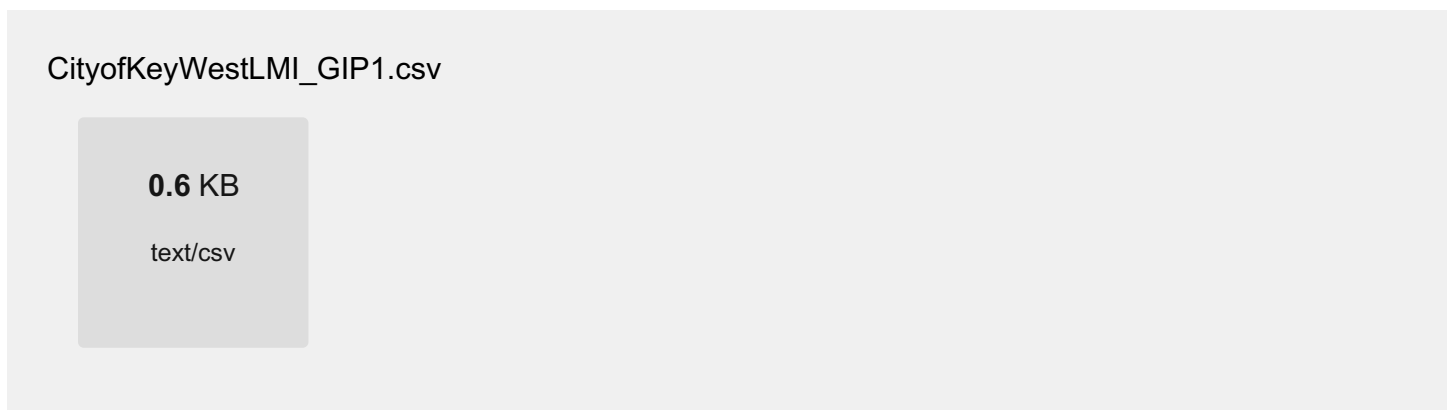
Demonstrate area benefit to low- and moderate-income persons by providing a CSV spreadsheet from the HUD website. Applicants are required to define the area that will benefit from the proposed project. This area must be located on HUD’s LMI mapping application and the block group data must be submitted with this application.

Visit the HUD FY 2020 ACS 5-Year 2011-2015 Low-and Moderate-Income Summary

Data: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. The 24-minute video at the top of the page will describe the procedure for obtaining the required spreadsheet; for written instructions, see the [GIP Checklist and Instructions](#) , provided here and on the [CDBG-MIT website](#). To complete this section, upload the CSV spreadsheet file (usually named “features.csv” when downloaded from the HUD website) that lists the census tracts and block groups located in the area of benefit. **Please do not edit or alter the spreadsheet in any way.**

After you have reviewed these instructions and the HUD website, attach the CSV file.

### Attach your CSV document titled: EntityNameLMI\_GIP



### Special Designations

Does your project benefit an Area of Critical State Concern according to Florida Statutes 380.05?

Areas of Critical State Concern are:



- Big Cypress Area (portions of Collier, Miami-Dade, and Monroe Counties)
- Green Swamp Area (portions of Polk and Lake Counties)
- City of Key West and the Florida Keys Areas (Monroe County)
- Apalachicola Bay Area (Franklin County)

☒ Yes

☐ No

What is the Area of Critical State Concern?

☐ Big Cypress Area (portions of Collier, Miami-Dade, and Monroe Counties)

☐ Green Swamp Area (portions of Polk and Lake Counties)

☒ **City of Key West and the Florida Keys Areas (Monroe County)**

☐ Apalachicola Bay Area (Franklin County)

## Compliance

According to 84 FR 45838 August 30, 2019 Section V.A.(18), "The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments."

Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838?

Please be advised that by answering "No" to this question, your application will not be considered eligible for the General Infrastructure Program.

☒ Yes

☐ No

## Maintenance Agreement

According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term

operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.

Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838?

Please be advised that by answering "No" to this question, your application will not be considered eligible for the General Infrastructure Program.

☒ Yes

☐ No

### Signature

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;

B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;

C. Will certify that all information submitted in this Application is true and accurate.

Please sign here:



clear

Congratulations! You have completed the General Infrastructure Program Application. Please be sure that all supplemental documents have been uploaded and all questions have been answered. By clicking the forward arrow, your application will be complete and you will **no longer** be able to move back to previous questions. The following page will allow you to download a PDF version of your application. We encourage you to save a copy of the PDF for your records. Your completed application will be sent to DEO's mitigation team. For any questions or concerns please email: CDBG-MIT@deo.myflorida.com.



Date:

## Rebuild Florida CDBG - Mitigation General Infrastructure Program Application

### Official Project Title

### Applicant Information

Official Applicant Entity Name:				FEIN #:	
Primary Project Contact Name:				DUNS #:	
Title:			E-mail:		
Mailing Address:				Phone Number:	
City:		State:		Zip Code:	
Please list co-applicant entities if any:		Contact Person:		E-mail Address:	

### Project Description

Write an overview/summary, not to exceed 2,500 words, of the project being proposed. 1) State the project purpose and include a description and location(s) of the proposed activity. 2) Specify the risk(s) that will be mitigated by completion of this project. 3) Explain the use of natural infrastructure in the project. 4) Describe how the work will be completed and the team that will be responsible. 5) Explain the method used to determine project funding requirements. 6) Describe anticipated outcomes. 7) Describe how the project will be maintained after it is completed.

Insert Attachment:

Please title doc: EntityNamePD\_GIP

### Community Value

Describe, in 1,500 words or less, the project's value to the community in normal circumstances and in times of natural disasters. Which of the seven community lifelines will be served by completion of this project? How does this project enhance regional and/or multijurisdictional community resilience? Does the project area have any cultural or historical significance? Attach a maximum of ten photographs that provide both interior and exterior views if applicable.

Insert Attachment:

Please title zip folder: EntityNameCV\_GIP

<b>Capacity Plan</b>		
Provide a strategic plan overview of 1,500 words or less that addresses goals, stakeholders, the work plan, (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for GIP project management and maintenance. Provide a short profile on each person on your current staff who perform project-related tasks and a position description for any new hires who will be assigned to project responsibilities. Have any project contractors been identified? If so, briefly describe your selection process.		
Insert Attachment:		Please title doc: EntityNameCP_GIP

<b>Implementation Plan</b>		
Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. Please allow time for any unacquired permits, waivers, and/or approvals if applicable. The Implementation Plan Template has been provided in Appendix D of the GIP Guidelines.		
Insert Attachment:		Please rename template: EntityNameIP_GIP

<b>Blueprints/Architectural Designs</b>		
If blueprints or architectural designs are relevant to your proposed activity, please upload a zip file.		
Insert Attachment:		Please title zip folder: EntityNameBlueprints_GIP

<b>Budget</b>		
Include your project budget using the Budget Template found in Appendix E in the GIP Guidelines. Ensure your budget is reasonable, appropriate and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the GIP applicant's allowable minimum (\$500,000) and maximum (\$150,000,000)? Ensure there is no duplication of benefits.		
Insert Attachment:		Please rename template: EntityNameBudget_GIP
Is there any duplication of benefits?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.		
Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Leveraged Dollars section.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

## Public Notice Requirement

Evidence of the public notice must meet the following requirements:

- Documentation of newspaper advertisement.
- Print-out of UGLG webpage showing public notice.
- Documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate. In this case, documentation will need to be translated into Spanish and Haitian Creole.

Evidence of a public meeting with city and tribal governments must meet the following requirements:

- Notice of the public meeting must be provided at least five days prior to the meeting.
- Documentation of a meeting must include sign-in sheets and minutes.

Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format (choice #1 and/or #2 above) and upload the required documents.

In addition to following these instructions **please include relevant notice dates on your Implementation** Plan template. Applications will not be complete until Public Notice requirements are fulfilled. All Public Notice evidence must be submitted to DEO, by attaching documents to this application, before the application close date of September 14th.

Attach files here:

EntityNamePN\_GIP

**Leveraged Dollars**

If your project involves the qualified use of matching or leveraged funds or services in any capacity, (see Part 5 in the GIP Guidelines) then describe the specifics of leveraged fund/service usage. Answer: 1) Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. 2) Disclose sources and uses of non CDBG-MIT funds. 3) What other federal, state and/ or local entities have you contacted concerning funding for the proposed project and what were the results? Put "N/A" if this section is not applicable to your project.

**County Selection**

Select each county that your project benefits. DEO will use this information to assess MID, social vulnerability, rural and fiscally-constrained areas. Only counties eligible for CDBG-MIT funds are listed below.

- |                                    |                                       |                                     |                                    |
|------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Alachua   | <input type="checkbox"/> Flagler      | <input type="checkbox"/> Levy       | <input type="checkbox"/> Polk      |
| <input type="checkbox"/> Baker     | <input type="checkbox"/> Gilchrist    | <input type="checkbox"/> Manatee    | <input type="checkbox"/> Putnam    |
| <input type="checkbox"/> Bradford  | <input type="checkbox"/> Glades       | <input type="checkbox"/> Marion     | <input type="checkbox"/> Sarasota  |
| <input type="checkbox"/> Brevard   | <input type="checkbox"/> Hardee       | <input type="checkbox"/> Martin     | <input type="checkbox"/> Seminole  |
| <input type="checkbox"/> Broward   | <input type="checkbox"/> Hendry       | <input type="checkbox"/> Miami-Dade | <input type="checkbox"/> St. Johns |
| <input type="checkbox"/> Charlotte | <input type="checkbox"/> Hernando     | <input type="checkbox"/> Monroe     | <input type="checkbox"/> St. Lucie |
| <input type="checkbox"/> Citrus    | <input type="checkbox"/> Highlands    | <input type="checkbox"/> Nassau     | <input type="checkbox"/> Sumter    |
| <input type="checkbox"/> Clay      | <input type="checkbox"/> Hillsborough | <input type="checkbox"/> Okeechobee | <input type="checkbox"/> Suwannee  |
| <input type="checkbox"/> Collier   | <input type="checkbox"/> Indian River | <input type="checkbox"/> Orange     | <input type="checkbox"/> Taylor    |
| <input type="checkbox"/> Columbia  | <input type="checkbox"/> Lafayette    | <input type="checkbox"/> Osceola    | <input type="checkbox"/> Union     |
| <input type="checkbox"/> DeSoto    | <input type="checkbox"/> Lake         | <input type="checkbox"/> Palm Beach | <input type="checkbox"/> Volusia   |
| <input type="checkbox"/> Dixie     | <input type="checkbox"/> Lee          | <input type="checkbox"/> Pasco      | <input type="checkbox"/> Wakulla   |
| <input type="checkbox"/> Duval     | <input type="checkbox"/> Leon         | <input type="checkbox"/> Pinellas   |                                    |

<b>Overall LMI Benefit</b>	
Provide the area that will benefit from the project. Upload the csv file obtained from the HUD FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data Map Application. The process for obtaining this file can be found in the Rebuild Florida GIP Checklist and Instructions.	
Insert Attachment:	Please title doc: EntityName_LMIGIP

<b>Special Designations</b>		
Does your project benefit an Area of Critical State Concern according to Florida Statutes 380.05?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
What is the area of critical state concern?	<input type="text"/>	

<b>Compliance</b>		
According to 84 FR 45838 August 30, 2019 Section V.A.(18), "The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments."		
Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

<b>Maintenance Agreement</b>		
According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.		
Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838?	Yes:	No:

### Sign and Date

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate

Signature:

Date:

Print button will only print application and not attached documents. Submit button will deliver application to email to the [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com). Please attach all relevant documents to this email.

Print Application

Submit Application



## **PROJECT DESCRIPTION**

### ***PURPOSE AND BENEFIT***

By way of this proposal, the City of Key West seeks funding for the design and construction of a pump assist injection well in order to address flooding in a low-lying area of approximately 113 acres that collects significant runoff from surrounding higher ground. The project was included as a priority recommendation in the *City of Key West 2012 Stormwater Master Plan* prepared by CH2MHILL (available upon request), and is one of seven recommendations to improve stormwater conditions in the area identified as “New Town Near Patterson Avenue and 3<sup>rd</sup> Street.” Installation of an injection well will protect 636 residential and 26 business/commercial properties in a broad segment of a high-density residential neighborhood between North Roosevelt Boulevard, First Street, Fifth Street, and Flagler Avenue.

The scope of work will include all survey/design/permitting activities, followed by the construction of a pump-assist injection well that will improve the drainage system by conveying stormwater runoff into a well and reducing the volume of stormwater flowing downhill, resulting in reduced depths and duration of flooding and ponding on neighborhood streets, intersections, and sidewalks, mitigating further impacts on housing, commerce, and transportation. Further, this project will provide water quality benefits by directing more stormwater into the ground, and an estimated 10% nutrient loading and suspended solids sediment reduction will result from the installation of a pollution control baffle box sediment interceptor. The life expectancy of these improvements is approximately 40 years.

Ultimately, the implementation of this project will:

- Protect residential and commercial properties from flood damage;
- Limit business closures for clean-up measures and the accompanying negative economic impacts;
- Reduce transportation disruption and alleviate functional downtime for neighborhood streets;
- Improve pedestrian mobility and access to residences and businesses, and
- Protect the island’s natural resources by reducing stormwater pollutant discharge into the nearshore coastal water.

### ***RISK***

*City of Key West Vulnerability*

The City Key West lies at the end of the Overseas Highway, or U.S. 1, nearly 130 miles from the Florida Mainland, and is surrounded by either ocean or gulf—one-way-in and one-way-out. Its natural geographic features projects this community out into the ocean alongside the Florida Straits, an open exposure, especially for tropical storms tracking up the Old Bahama's Channel between the Bahamas and Cuba or bouncing off the Yucatan Peninsula easterly into the Gulf of Mexico. The community is highly vulnerable to tropical storm force winds, which can threaten the area from May to November of each year. There's a common misperception that Key West residents always have advance warnings when tropical storms threaten. In 2005, Hurricane Katrina was threatening the Miami-Dade area at 11:00pm and projected to track across the Everglades through the night. At 4:00am, Key West residents were awakened by the hurricane's unexpected dip south during the night.

There are no safe public shelters in the Florida Keys for tropical storms greater than a Category II hurricane. The nearest shelter is at Florida International University in Miami-Dade. Evacuation fatigue lends to a population less and less inclined to leave until the certainty of impact is obvious. During Hurricane Irma (2017), it is estimated that 20% of the island's population did not heed the mandatory evacuation order.

Further, this community's remote location and singular overland access makes it unusually vulnerable to very limited initial disaster response and recovery assistance arriving from outside the Florida Keys. Within the Keys, response from neighboring islands is dependent upon the 42 overseas bridges remaining intact and passable.

In addition to physical transportation barriers, the life-sustaining potable water supply and electrical power feeds from the mainland are all at heightened risk and have failed during previous disasters. The water utility is further exposed by a lack of soil covering the limestone base that makes-up the Florida Keys. Typically in Key West, the topsoil is six inches or less. This causes the root balls of trees to extend laterally rather than deeply. As a result, trees are mostly pushed over rather than fractured. The up-ended root balls rupture the four-inch neighborhood feed lines and small service entrance pipes to individual properties. The resulting loss of water pressure and volume from some broken pipes citywide causes the system to collapse. Water for fire suppression not immediately along the coastline is dependent upon that which is stored in the City's fire trucks prior to impact.

These combined characteristics make it critically important that the City remains ahead of the curve in its implementation of mitigation and resiliency efforts. Improvements to the City's stormwater infrastructure is tantamount to resilience to future storms.

#### *New Town Neighborhood Vulnerability*

The existing stormwater system in this area is inadequate to address the conveyance of water produced by heavy rains, resulting in neighborhood flooding and standing water

that often takes days to dissipate, resulting in damage to vehicles and structures, and degradation to nearshore water quality. An existing conditions model simulated by CH2MHILL as part of the *City of Key West 2012 Stormwater Master Plan* resulted in peak stage results at this location of 1.87, 1.96, 2.14, and 2.35 feet for the 5-yr, 24-hr, 10-yr/24-hr, 25-yr/72-hr, and 100-yr/72-hr storms, respectively.

Hurricane Irma destroyed hundreds of residential properties in the Florida Keys, exacerbating the existing housing crisis caused, in part, by the extreme disparity between rising housing costs and household income. It is imperative that the extremely limited affordable housing stock be protected in order to mitigate any further negative impacts to the City's existing housing crisis. This project will serve to protect the island's limited stock of affordable housing by implementing flood mitigation measures to protect property in an area that includes a large inventory of affordable housing, and will eliminate displacement costs resulting from residential property damage.

### ***NATURAL INFRASTRUCTURE ELEMENTS***

At this time, this project does not include natural infrastructure elements. However, opportunities for the integration of natural elements may be identified and recommended for implementation during the survey, engineering, and permitting phase of the project.

### ***WORK PLAN AND TEAM***

#### **Work Plan**

The City of Key West proposes to construct a pump assist injection well at the intersection of Fogarty Avenue and 3<sup>rd</sup> Street to reduce repetitive flooding in the surrounding area. All work will be conducted in City-owned rights-of-way. The project will be conducted in two phases: survey, engineering, and permitting—to begin immediately upon grant contract execution—and construction.

Phase I: Upon execution of a grant contract, City staff will develop detailed specifications for the required scope of work for Phase I. These specifications will be offered to an engineering/design firm whose qualifications have been competitively ranked and approved by the City Commission through a publicly advertised request for qualifications. Upon evaluation of the proposal by staff and approval by the City Commission, a purchase order will be issued. Specific implementation tasks associated with Phase I include:

- Conducting a topographical survey and other necessary testing;
- Obtaining the necessary construction permits, and
- Preparing engineered design plans.

Final planning documents will be submitted to DEO for review, upon request.

Simultaneously, utilizing the process described above, the City will select a hazard management firm, from a list of previously approved firms, to provide grant administration services. The firm will ensure timely submission of required progress and closeout reports and provide additional administrative support over the life of the grant period.

Phase II: Upon approval of planning documents by the City Commission and other necessary entities, City staff will competitively procure a general contractor to implement Phase II. A request for bids will be put out based upon the approved design specifications. Upon evaluation of responses by staff and recommended vendor approval by the City Commission, a purchase order will be issued. The selected vendor will be responsible for obtaining all materials necessary to complete the project.

A Construction Engineering Inspector (CEI), also competitively procured, will conduct onsite inspections during the construction process to ensure work is being completed in a satisfactory manner, and will conduct final inspections upon project completion.

#### Team

- City Manager, Greg Veliz: responsible for master planning and prioritizing of capital improvement projects.
- Utilities Director, John Paul Castro: responsible for management of storm water drainage infrastructure capital improvement projects, manages Utilities Department staff, and prioritizes storm water drainage improvement projects.
- Grant Manager, TBD from among previously approved firms: ensures procurement is in compliance with Federal Register and grantor requirements, ensures schedules and budget requirements are maintained, assists with procurement and closeout.
- Engineering/Design Contractor, TBD from among previously approved firms: provides engineering advice and technical solutions, including preparing plans and specifications, estimating construction costs, and coordinating permit applications.
- General Contractor, TBD via competitive procurement: provides construction services to install storm water drainage infrastructure.
- Construction Engineering Inspector, TBD via competitive procurement: ensures construction adheres to engineering, safety, and proposed outcomes.

The City does not anticipate the need to hire additional staff FTEs for this project.

### **FUNDING METHODOLOGY**

The City has received preliminary cost estimates from a contracted engineering firm for the proposed improvements with an estimated \$972,766 in Phase I (survey/engineering/permitting) expenses and \$5,884,565 in Phase II (construction) expenses. A 5% contingency and 5% project administration cost allowance are also included in the total projected budget of \$7,543,065.

### **OUTCOMES**

The installation of a pump assist injection well at this location will reduce flooding and standing water in a high-density residential neighborhood. Further, the project speaks to the following goals outlined in the *Monroe County and Incorporated Municipalities Local Mitigation Strategy – 2015 Update*:

- Preservation of sustainability of life, health, safety, and welfare
- Preservation of infrastructure, including power, water, sewer, and communications
- Maintenance and protection of roads and bridges, including traffic signals and street lights
- Preservation of property and assets
- Preservation of economy during and after disaster, including business viability
- Preservation and protection of the environment, including natural and historic resources

### **MAINTENANCE PLAN**

Upon project completion, all ongoing maintenance of this vital infrastructure will be the responsibility of the City of Key West's Utilities Department and all associated maintenance costs will be included in the Annual City Budget.

## **CAPACITY PLAN**

### **GOALS**

The primary goal of this project is to reduce flooding in a high-density residential area, protecting housing, transportation, environmentally sensitive waters, recreation and tourism, emergency services, commuters, commerce, and more—all the services, entities, and activities a local workforce relies upon in order to live within the City limits and to sustain the local economy.

This project is sanctioned by the LMS Working Group of Monroe County, speaking to the following goals stated in the *Monroe County and Incorporated Municipalities Local Mitigation Strategy – 2015 Update*:

- Preservation of sustainability of life, health, safety, and welfare
- Preservation of infrastructure, including power, water, sewer, and communications
- Maintenance and protection of roads and bridges, including traffic signals and street lights
- Preservation of property and assets
- Preservation of economy during and after disaster, including business viability
- Preservation and protection of the environment, including natural and historic resources

### **STAKEHOLDERS**

Stakeholders include residential and commercial property owners located in and around the improvements area, and City of Key West elected officials and staff, specifically those in the areas of Utilities, Emergency Management, and Emergency Response. Further stakeholders include the multiple jurisdictions participating in the Monroe County Local Mitigation Strategy Working Group who are tasked with anticipating damage and disruption that could result from a hurricane or other disaster and determining how best to eliminate or at least reduce this damage.

### **WORK PLAN**

The City of Key West proposes to construct a pump assist injection well at the intersection of Fogarty Avenue and 3<sup>rd</sup> Street to reduce repetitive flooding in the surrounding area. All work will be conducted in City-owned rights-of-way. The project will be conducted in two phases: survey, engineering, and permitting—to begin immediately upon grant contract execution—and construction.

### Phase I

Task: Select engineering/design contractor from among previously approved firms  
Deliverable: Purchase order for engineering and related services

Task: Select hazard management contractor from among previously approved firms  
Deliverable: Purchase order for grant administration services

Task: Conduct testing and topographical survey  
Deliverable: Survey report

Task: Design infrastructure improvements  
Deliverable: Design specifications/planning documents package

Task: Apply for construction permits (Florida Department of Environmental Protection Application to Construct/Operate/Abandon Class I, III, OR V Injection Well Systems)  
Deliverable: Construction permits obtained

Task: Present final design plans to City Commission  
Deliverable: Commission approval of final design plans

### Phase II

Task: Competitively procure general contractor  
Deliverable: Purchase order for general contractor and notice to proceed

Task: Competitively procure construction engineering inspector  
Deliverable: Purchase order for construction engineering inspector

Task: Construct pump assist injection well  
Deliverable: New construction completed

Task: Conduct final inspections  
Deliverable: Engineer and contractor certificates of completion

### **RESOURCES**

The City has received preliminary cost estimates from a contracted engineering firm for the proposed improvements with an estimated \$972,766 in Phase I (survey/engineering/permitting) expenses and \$5,884,565 in Phase II (construction) expenses. A 5% contingency and 5% project administration cost allowance are also

included in the total projected budget of \$7,543,065. At present, very limited funds are available for this project and its implementation is dependent upon the receipt of grant funding.

### Team

- City Manager, Greg Veliz: A native of Key West, Veliz began working with the City in 2005 as a field inspector with the environmental protection/utilities division and became director of the Community Service Department in 2006. In 2014, he was promoted to Assistant City Manager of Operations, and to City Manager in 2016.
- Utilities Director, John Paul Castro: Prior to working for the City, Castro worked in private sector construction for 6 years. He now has nearly 10 years experience with the City, from operations and construction at the City marinas to managing wastewater, stormwater, and solid waste departments. John Paul is a graduate of the University of Tampa.
- Grant Manager, TBD from among previously approved firms
- Engineering/Design Contractor, TBD from among previously approved firms
- General Contractor, TBD via competitive procurement
- Construction Engineering Inspector, TBD via competitive procurement

The City does not anticipate the need to hire additional staff FTEs for this project.

Reporting to the designated Utilities Department staff member, each contracted firm works on behalf of the City. The engineering firm will develop design specifications and provide guidance on the construction process, which will manage how the project is built. A construction engineering inspector will manage the general contractor and will also report to the designated Utilities Department staff member. The grant manager will interface with City staff, engineers, and construction managers to ensure project goals are met and reports are submitted per the requirements of the granting entity.

Previous experience in large-scale construction projects by the City has been met with success in scheduling, budget, and outcomes. Between 9/15/2010 (start date) and 2/6/2015 (completion date), the City undertook design and construction of seven stormwater disposal wells and nutrient separation boxes, and the installation of one tide valve on a newly constructed outfall in 2013. Further, the City has recently received grants from FEMA, FDEP, FDOT, and others, to execute large-scale projects ranging from the construction of a new transit facility to the replacement of a seawall.

Maintenance of, and improvements to stormwater infrastructure are commonplace activities for the City of Key West's Utilities Department. Staff median experience with projects comparable in scope is well over 20 years. Contracting engineering, construction, and grant management services is standard practice for the City, and all



contractors have been, or will be competitively procured in strict adherence with the City's procurement policies and procedures and in accordance with 24 CFR Part 200.

***MONITORING/QUALITY CONTROLS***

A contracted grant manager will ensure that procurement and implementation activities are in compliance with grantor requirements throughout the life of the project. During the construction phase, a competitively procured construction engineering inspector will conduct periodic site visits to ensure all construction activities adhere to engineering recommendations, safety protocols, and proposed outcomes.

## **General Infrastructure Program Project Budget Template Instructions**

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add notes when needed.

If a section does not have enough cells for the category that you are working on, you can add cells by highlighting a complete row and right-clicking. A dialogue box will appear that permits you to add a row of cells. Click “Insert” and then select either “Insert Above” or “Insert Below”, depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted.

Enter project name, primary contact name and phone number and the official applicant entity name.

1. On the left-hand side of the template there is a list of major project items numbered 1 to 3. Beneath each major project are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Mechanical Hardening, you may delete that numbered row and the related subgroups.
2. List anticipated and committed sources of other project funding sources in the “Sources of Other Funds” category. These funds are non-CDBG-MIT funds. Include entities you have contacted, even if a funding commitment has not yet been made. Disclose the amount you requested or expect to receive. If you need to add rows in this section, follow the directions for adding rows outlined above.
3. You can use the right-side Notes column to elaborate on budgeted items as needed.

## FL CDBG Mitigation

### General Infrastructure Program Project Budget (Template)

Project Name:	Fogarty & 3 <sup>rd</sup> Pump Assist Injection Well	Primary Contact Name and Phone Number:	John Paul Castro 305-809-3902	Official Applicant Entity Name:	City of Key West
<b>Project</b>		<b>Budget</b>			<b>Notes</b>
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	
<b>Design/Planning</b>					
Drawings/Blueprints	\$922,766			\$922,766	
Surveys	\$20,000			\$20,000	Topographical Survey
Testing	\$10,000			\$10,000	Geotechnical Investigation
Environmental Review					
Land Acquisitions					
<b>Permitting</b>	\$20,000			\$20,000	

<b>Construction</b>					
Construction Management	\$922,766			\$922,766	CEI Services
General Contractor	\$3,406,930	\$1,206,900	City of Key West General Revenue	\$4,613,830	Pump Station & Valve Vault, Generator, Baffle Box, Pressurized Wells, Emergency Outfall Pipe, Piling & Inlets, Mill & Pave
Bonding/Insurance	\$92,277			\$92,277	Performance and Payment Bonds
Development of Bidding Documents	\$25,000			\$25,000	Bid and Award
Site Preparation					See Mobilization
Maintenance of Traffic					See Mobilization
Landscaping					
Demolition					
Mobilization	\$230,692			\$230,692	Mobilization, Demobilization, MOT, General & Supplementary Conditions, As-Builts
Debris Removal (ex: dirt, old roadway, trees)					See Mobilization
<b>Administration</b>					

Program Administration (ex: file management, reimbursement requests)	\$342,867			\$342,867	5% of Project Subtotal of \$6,857,330
Inspections					
Other	\$342,867			\$342,867	Contingency - 5% Project Subtotal of \$6,857,330
Totals:	\$6,336,165	\$1,206,900		\$7,543,065	

**\* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.**

<b>Source of Other Funds</b>	<b>Amount</b>
1. City of Key West General Revenue	\$1,206,900 (16%)
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	