

**ATTACHMENT 3  
GRANT WORK PLAN**

**PROJECT TITLE:** *Howey Septic Replacement Project*

**PROJECT LOCATION:** The Project will be located in the City of *Howey-in-the-Hills* within *Lake* County; Lat/Long (XX.XXXX, -XX.XXXX). *{Add if appropriate and revise as needed.}* See Figures 1 and 2 for a location map and site plan.

**PROJECT BACKGROUND** *{Identify: 1) What the water related issue is; 2) Why the water related issue is a problem; 3) How the Grantee will provide a solution to the problem (The solution is the Project); and 4) What benefits will be provided by the Project.}*

**PROJECT BACKGROUND:** The Town of Howey in the Hills has most residents on septic, with only newer developments connecting to sewer through the CDD at Mission Inn. The town owns 2.8+ acres of property off of East Revels Road that would serve as an ideal logistical location for a wastewater treatment plant location that would be able to serve many of the 400+ homes that are currently on septic systems to improve resident utilities and lake water health. This project aims to remove septic systems from as many of the 400+ homes as possible. Many homes are built right along the lake (approximately 200 feet) and have septic drain fields releasing nitrogen and other nutrients into Little Lake Harris.

**PROJECT DESCRIPTION** *{Brief summary of the project. Include a description of what work will be performed and/or completed with the DEP Grant Funding.}*

**PROJECT DESCRIPTION:** Add Text

**TASKS:** All documentation should be submitted electronically unless otherwise indicated.

*{Complete the Task information. Example language is shown; revise task deliverables and documentation sections as needed. **HIGHLIGHT CHANGES** to template language to alert the subsequent reviewer.}*

**{TASK TYPE – BMAP COMMITMENT LETTER}**

**{Task applicable to projects geographically located within a BMAP area that were selected for Water Quality funding. If Grantee letter committing to listing project in BMAP/STAR updates is not received before agreement is routing for execution signatures, task is required in work plan. No payment for completion of task.} Note: Task is not required if letter is received prior to agreement execution.**

**Task #: Commitment to Basin Management Action Plan (BMAP)**

**Deliverables:** The Grantee will submit an official letter to the Department’s Division of Environmental Assessment and Restoration indicating its commitment to completing this project and requesting this project be included in the \_\_\_\_\_ BMAP.

**Documentation:** The Grantee will submit a signed copy of this letter to the Department’s Grant Manager.

**Performance Standard:** The Department’s Grant Manager will review the copy of the letter to ensure it indicates the Grantee’s commitment to completing this project and contains a request for this project to be

included in the appropriate BMAP. Approval by the Department will be indicated by written acceptance by the Department's Grant Manager.

**Financial Consequences:** The Grantee may not proceed with any other tasks in this Agreement until written acceptance of the deliverable is provided by the Department's Grant Manager.

**Additional Financial Consequences:** The Department's Grant Manager must receive and accept the official letter to prior to the processing of reimbursement requests for any other tasks.

**Payment Request Schedule:** There is no reimbursement specifically for this task.

*{TASK TYPE – DESIGN AND PERMITTING or PRECONSTRUCTION ACTIVITIES – only include if Grantee requests reimbursement for preconstruction activities}*

**Task #: Design and Permitting or Preconstruction Activities-if other activities are included in this task**

**Deliverables:** The Grantee will complete the design (include description of other activities if not only Design and Permitting) of \_\_\_\_\_ *{what is being designed}* and obtain all necessary permits for construction of the project.

**Documentation:** The Grantee will submit: 1) a signed acceptance of the completed work to date, as provided in the Grantee's Certification of Payment Request; and 2) a summary of design (or preconstruction) activities to date, indicating the percentage of design completion for the time period covered in the payment request. For the final documentation, the Grantee will also submit a copy of the design completed with the funding provided for this task and a list of all required permits identifying issue dates and issuing authorities.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than *monthly*.

*{TASK TYPE – BIDDING AND CONTRACTOR SELECTION - only include if Grantee requests reimbursement for bid activities}*

**Task #: Bidding and Contractor Selection**

**Deliverables:** The Grantee will prepare a bid package, publish a public notice, solicit bids, conduct pre-bid meetings, and respond to bid questions in accordance with the Grantee's procurement process, to select one or more qualified and licensed contractors to complete construction of the \_\_\_\_\_ *{what is being constructed}*.

**Documentation:** The Grantee will submit: 1) the public notice of advertisement for the bid; 2) the bid package; and 3) a written notice of selected contractor(s).

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement following the conclusion of the task.

**{TASK TYPE – CONSTRUCTION}**

**Task #: Construction**

**Deliverables:** The Grantee will construct \_\_\_\_\_ in accordance with the construction contract documents.

**Documentation:** The Grantee will submit 1) a copy of the final design; 2) a signed acceptance of the completed work to date, as provided in the Grantee’s Certification of Payment Request; and 3) a signed Engineer’s Certification of Payment Request.

**Performance Standard:** The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than **monthly**.

**{TASK TYPE – CONNECTION TO CENTRAL SEWER}**

**Task #: Connection to Central Sewer**

**Deliverables:** The Grantee will *{AS APPLICABLE}* properly abandon the septic systems and connect approximately *{##}* single family residences and approximately *{##}* commercial buildings to a central sanitary sewer system for wastewater treatment by the \_\_\_\_\_ facility.

**Documentation:** The Grantee will submit: 1) a signed acceptance of the completed work to date, as provided in the Grantee’s Certification of Payment Request; 2) a list of addresses and types of the properties connected; and 3) proof of connection for each property, as evidenced by copies of invoices for the connections by a licensed plumber, utility contractor, or building contractor.

**Performance Standard:** The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than **monthly**.

**PROJECT TIMELINE AND BUDGET DETAIL TABLES:**

*Task end dates should generally be set **6 months** prior to the Agreement expiration/end date. If a custom task title is needed, right-click the “Select Title” object and select the **“Remove Content Control”** option. Use the **“Split-Cells”** option to add multiple budget categories to a task. Add a **“Page Break”** before the table title/header if a table will be split up on two pages.*

**PROJECT TIMELINE & BUDGET DETAIL:**

The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

<b>Task No.</b>	<b>Task Title</b>	<b>Budget Category</b>	<b>Grant Amount</b>	<b>Match Amount</b>	<b>Task Start Date</b>	<b>Task End Date</b>
1	Select Title	Select Category	\$	\$	07/01/2021	mm/dd/yyyy
2	Select Title	Select Category	\$	\$	mm/dd/yyyy	mm/dd/yyyy
3	Select Title	Select Category	\$	\$	mm/dd/yyyy	mm/dd/yyyy
4	Select Title	Select Category	\$	\$	mm/dd/yyyy	mm/dd/yyyy
5	Select Title	Select Category	\$	\$	mm/dd/yyyy	mm/dd/yyyy
<b>Total:</b>			\$400,000	\$400,000		