

## **RESOLUTION NO 2026-066**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ASSIGNMENT NUMBER TWO (2) PURSUANT TO THE CONTINUING CONTRACT WITH NORTH FLORIDA PROFESSIONAL SERVICES, INC., A FLORIDA CORPORATION, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO DEVELOP A COMPREHENSIVE VULNERABILITY ASSESSMENT AND ADAPTATION PLAN; PROVIDING FOR A COST NOT TO EXCEED \$300,000; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ASSIGNMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ASSIGNMENT PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN THE TASK ASSIGNMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City Council Resolution No. 2024-108 the City of Lake City, Florida (the “City”) and North Florida Professional Services, Inc., a Florida corporation, (the “Vendor”) entered into that certain continuing contract for engineering services (the “Continuing Contract”); and

**WHEREAS**, the City was awarded a grant by the State of Florida Department of Environmental Protection (the “Agency”) to develop a comprehensive vulnerability assessment and adaptation plan addressing the effects of flooding in the City caused by, as applicable, sea level rise, tidal sources, storm surge, and rainfall (the “Project”); and

**WHEREAS**, the Vendor shall provide professional engineering services (the “Services”) to the City to complete the Project; and

**WHEREAS**, the Continuing Contract provides the Vendor shall provide services to the City only when requested and authorized in writing by the City; and

**WHEREAS**, each request from the City to the Vendor for services shall be for a specific project with the scope of the work defined by and embodied in a separate task assignment; and

**WHEREAS**, the City Council desires to enter into that certain task assignment pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, in accordance with the terms and conditions of Task Assignment Number Two (2) as set forth in Vendor’s proposal (the “Proposal”), a copy of which is attached as an Exhibit hereto; and

**WHEREAS**, the City Council desires that the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and

**WHEREAS**, adopting an agreement between the City and the Vendor for the scope of work set forth in the Proposal attached hereto (the “Agreement”) pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public interest and in the interests of the City; now therefore

**BE IT RESOLVED** by the City of Lake City, Florida:

1. Adopting the Agreement with the Vendor for the Services pursuant to the terms of the Continuing Contract and the Proposal in furtherance of the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, an Agreement containing the material terms of the Proposal and the Continuing Contract should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City’s Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Agreement; and
5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
7. This resolution shall become effective and enforceable upon final adoption by the City

Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_ day of June, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney



# NFPS



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www.nfps.net

## TASK ORDER FOR ENGINEERING SERVICES CITY OF LAKE CITY VULNERABILITY ASSESSMENT & ADAPTATION PLAN

This Agreement made this \_\_\_\_\_ day of June 2026, by and between City of Lake City, Florida, herein referred to as CITY, and North Florida Professional Services, Inc., herein referred to as CONSULTANT:

The CITY requires professional engineering services to develop a Comprehensive Vulnerability Assessment and Adaptation Plan as outlined by the Florida Department of Environmental Protection, herein referred to as DEPARTMENT. The DEPARTMENT outlines the preparation of the assessment pursuant to Section 380.093, Florida Statutes (F.S.).

CONSULTANT intends to provide professional engineering services as outlined in the proposed Scope of Services (Exhibit A).

CONSULTANT agrees to provide these services for a total lump-sum fee of Three Hundred Thousand Dollars and No Cents (\$300,000.00).

This Task Order constitutes a Project Agreement for the PROJECT. CONSULTANT shall perform the Scope of Services as described herein for the development of a Comprehensive Vulnerability Assessment and related services.

IN WITNESS THEREOF, City of Lake City, Florida, as CITY herein, through its City Council, has caused this instrument to be executed on the day and year first shown above.

ATTEST:

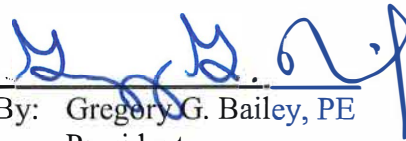
CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
By: Clerk

\_\_\_\_\_  
By: Noah Walker  
Mayor

IN WITNESS WHEREOF, North Florida Professional Services, Inc., as CONSULTANT herein, has caused this Task Order to be executed in its name by its proper officers duly authorized to sign and execute instruments on its behalf on the day and year first shown above.

NORTH FLORIDA PROFESSIONAL SERVICES, INC.

  
\_\_\_\_\_  
By: Gregory G. Bailey, PE  
President



**EXHIBIT A**  
**NFPS SCOPE OF SERVICES**

NFPS agrees to perform for CITY the services as summarized below and further detailed in the FDEP Grant Work Plan (EXHIBIT B) as provided by FDEP Resilient Florida Program. Such services are hereinafter referred to as “SERVICES.”. NFPS shall not perform any other SERVICES outside of what is specifically mentioned below. CITY may elect to add SERVICES at any time through a contract amendment.

- Task 1 – Acquire Background Data
- Task 2 – Exposure & Sensitivity Analysis
- Task 3 – Final Vulnerability Assessment Report
- Task 4 – Local Mitigation Strategy
- Task 5 – Draft Adaptation Needs & Strategies
- Task 6 – Community Prioritization of Adaptation Needs
- Task 7 – Final Adaptation Plan
- Task 8 – Public Outreach Meetings & Stakeholder Engagement

**Task 1 – Acquire Background Data**

CONSULTANT shall perform desk and field research as required to identify and acquire background data necessary to complete the PROJECT. CONSULTANT shall provide data to FDEP per the deliverables outlined in FDEP Grant Work Plan (EXHIBIT B).

**Task 2 – Exposure & Sensitivity Analysis**

CONSULTANT shall perform an exposure analysis and provide FDEP with associated deliverables as outlined by FDEP Grant Work Plan (EXHIBIT B). CONSULTANT shall perform a sensitivity analysis and provide FDEP with associated deliverables as outlined by FDEP Grant Work Plan (EXHIBIT B).

**Task 3 – Final Vulnerability Assessment Report**

CONSULTANT shall finalize the VA report and provide FDEP with associated deliverables as outlined by FDEP Grant Work Plan (EXHIBIT B).

**Task 4 – Local Mitigation Strategy**

CONSULTANT shall assist the CITY in incorporating the findings of the Vulnerability Assessment and Adaptation Plan into the CITY’S Local Mitigation Strategy by providing all final Vulnerability Assessment & Adaptation Plan documentation. CONSULTANT shall provide associated deliverables to FDEP as required by the Grant Work Plan (EXHIBIT B).



## **Task 5 – Draft Adaptation Needs & Strategies**

CONSULTANT shall develop adaptation needs and strategies for inclusion in the Adaptation Plan. Additionally, CONSULTANT shall provide FDEP with the associated deliverables outlined by the Grant Work Plan (EXHIBIT B).

## **Task 6 – Community Prioritization of Adaptation Needs**

CONSULTANT shall conduct a public meeting hosted by the CITY to develop a prioritization of adaptation needs for the community and provide FDEP with associated deliverables as outlined by FDEP Grant Work Plan (EXHIBIT B).

## **Task 7 – Final Adaptation Plan**

CONSULTANT shall assist CITY in developing an Adaptation Plan pursuant to the requirements outlined in the FDEP Grant Work Plan (EXHIBIT B). Associated deliverables will be provided to FDEP as outlined.

## **Task 8 – Public Outreach Meetings & Stakeholder Engagement**

CONSULTANT shall assist CITY with conducting public outreach meetings and stakeholder engagement for the project. Project meetings will be conducted to ensure effective project execution, stakeholder engagement, and compliance with grant requirements. Meeting types include the types and descriptions below:

- Kick-off Meeting
- Public Presentation of Final Vulnerability Assessment
- Public Presentation of the Final Adaptation Plan

CITY shall be responsible for the following:

- Publicly advertise, per City requirements, for meeting and provide meeting location.
- Assist CONSULTANT with meeting materials, agenda, sign-in sheets, presentation, and minutes.

CONSULTANT shall be responsible for the following specific tasks:

- Coordinate and assist in hosting the public presentation meeting.
- Direct the meeting and provide all necessary materials.
- Provide FDEP with meeting materials per FDEP Grant Work Plan (EXHIBIT B).

**\*END OF PROFESSIONAL SERVICES AGREEMENT\***

**EXHIBIT B begins on following page**

**EXHIBIT B**  
**STATE OF FLORIDA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**GRANT WORK PLAN**  
**AGREEMENT NO. 26PLN30**

**ATTACHMENT 3**

**PROJECT TITLE:** City of Lake City Vulnerability Assessment and Adaptation Plan.

**PROJECT LOCATION:** The Project is located in the City of Lake City within Columbia County, Florida.

**PROJECT DESCRIPTION:**

The City of Lake City (Grantee) will complete the City of Lake City Vulnerability Assessment and Adaptation Plan Project (Project) to include a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.), as effective July 1, 2024. The Project will develop an Adaptation Plan and contribute to the Local Mitigation Strategy. The Project will also include public outreach and stakeholder engagement.

**TASKS AND DELIVERABLES:**

**Task 1: Acquire Background Data**

**Description:** The Grantee will research and compile the data needed to perform the VA based on the requirements as defined in Section 380.093, F.S. Three main categories of data are required to perform a VA: 1) critical and regionally significant asset inventory, 2) topographic data, and 3) flood scenario-related data. GIS metadata must be included for each dataset compiled and each asset dataset must be classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata. Flood-scenario related data should make use of the best available information through the Florida Flood Hub. If Florida Flood Hub data is unavailable, flood scenario-related data shall include:

- Planning horizons: 2050 and 2080.
- Sea level rise projections, if applicable: 2022 National Oceanic and Atmospheric Administration intermediate and intermediate-low projections.
- Tidal flooding, if applicable: Using the threshold for tidal flooding published by the Department.
- Storm surge data, if applicable: Equal to or exceeds the 100-year return period (1% annual chance) flood event.
- Rainfall-induced flooding, to the extent practicable: 100-year (1% annual chance) and 500-year (0.2% annual chance) return period flood events.
  - Rainfall-induced flooding analysis is required for all non-coastal communities.

In the process of compiling background data, the Grantee shall identify data gaps, where missing data or low-quality information may limit the VA's extent or reduce the accuracy of the results. The Grantee shall take all practicable steps to rectify any gaps of data necessary to complete analysis of required scenarios.

**Deliverables:** The Grantee will provide the following:

- A technical report to confirm selected scenarios and standards, as required by 380.093(3)(d)3, F.S., including, as applicable, utilized sea level data;

- A Background Data Catalog consistent with the GIS Data Standards (Table 1) that outline the datasets compiled and the raw data sources;
- Complete the Flood Risk Scenario Matrix consistent with the GIS Data Standards (Table 2) that outline the different flood risk scenarios, planning horizons, return periods, and similar parameters of the VA; and
- Compiled GIS datasets for each of the three main background data categories. To be provided in a single-file geodatabase or zipped folder, whenever possible.
  - GIS files of the critical asset datasets that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set, containing appropriate metadata, consistent with the GIS Data Standards: formatted using the Critical Assets Basic Attributes Schema (Table 3), and classified using the Critical Assets Groups and Types (Table 4).
  - Topographic and other Raster Flood Risk Data that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set.

### **Task 2: Exposure and Sensitivity Analyses**

**Description:** The Grantee will perform the exposure and sensitivity analyses. The exposure analysis will identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The sensitivity analysis measures the impact of flooding on assets by applying the data from the exposure analysis to the inventory of critical assets created in the Acquire Background Data Task. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset and at each flood scenario and assign a risk level. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata.

**Deliverables:** The Grantee will provide the following:

- GIS data containing the results of the exposure and sensitivity analyses which shall include at minimum:
  - Raster layers with results of the exposure analysis (depth of flood water) for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers. Additionally, any other custom, combined or modified flood scenario raster layer used in the assessment and not publicly available; and
  - GIS files of the critical asset datasets containing the results of the sensitivity analysis for all flood scenarios required by s. 380.093, F.S., consistent with the GIS Data Standards: VA Results Attribute Schema (Table 5) and including the appropriate metadata describing the fields or attribution of the analyses results.

### **Task 3: Final Vulnerability Assessment Report**

**Description:** The Grantee will finalize the VA Report pursuant to the requirements in s. 380.093, F.S. The final VA Report must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks as well as any assigned focus areas (if applicable). It should contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) impacting the asset.

**Deliverables:** The Grantee will provide the following:

- A Final VA Report that provides a summary of results and conclusions based on the statutorily required scenarios and standards in s. 380.093, F.S., to include:
  - Findings of the gap analysis;

- Recommendations to address the identified data gaps and actions taken to rectify them, if applicable;
- Details on the modeling process and type of models used during the exposure and sensitivity analyses; and
- A summary of assigned focus areas, if applicable.
- A signed VA Compliance Checklist Certification (Exhibit I).

**Task 4: Local Mitigation Strategy**

**Description:** The results of the Vulnerability Assessment can be used to inform a Local Mitigation Strategy (LMS) as required by the Florida Division of Emergency Management (FDEM). The LMS is usually developed at the county level and serves to reduce the risks associated with natural and man-made disasters, including sea level rise. The Grantee will work with the Local Mitigation Strategy Working Group (LMSWG) to ensure the Vulnerability Assessment Report is in alignment with the existing county LMS Plan and will be utilized during the planning process of future county LMS Plan updates.

**Deliverables:** The Grantee will provide a letter to the Department and FDEM Mitigation Bureau Planning Unit, signed by the LMSWG Chair, or Designee, to include the following: Vulnerability Assessment Report will be incorporated as a reference in updating the next iteration of the LMS Plan, i.e., utilized in the next five-year update; Vulnerability Assessment Report will be included as an appendix to the next iteration of the LMS Plan; and the entity/entities that composed the VA report will be involved with the LMSWG through any of the following: at a minimum, be added to the contact list, attend meetings, participate in the planning process of the next major update; participate in the adoption of the LMS plan; and submit projects to the LMSWG to be included on LMS Prioritized Project List.

**Task 5: Draft Adaptation Needs and Strategies**

**Description:** The Grantee will develop adaptation needs and strategies for inclusion in the AP. The AP will include a table listing the adaptation needs and corresponding recommended strategies for each as well as a map illustrating the critical assets identified as adaptation needs. The AP shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

**Deliverables:** The Grantee will provide the following:

- A draft AP.

**Task 6: Community Prioritization of Adaptation Needs**

**Description:** The Grantee will conduct a public meeting to develop a prioritization of adaptation needs for the community. The Grantee will present the draft AP that includes the following: assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The purpose of the meeting is to allow the public to provide community-specific input on the identified adaptation needs and strategies as identified in the draft AP as well as an opportunity to prioritize adaptation needs. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

**Deliverables:** The Grantee will provide the following:

- The agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

### **Task 7: Final Adaptation Plan**

**Description:** The Grantee will complete an AP that is consistent with the Florida Adaptation Planning Guidebook. The AP will also include a list of prioritized projects for each asset class as defined in subsection 380.093(2), Florida Statutes, for consideration and implementation.

**Deliverables:** The Grantee will provide the following:

- A final AP, to include any products or documentation, either within or as appendices or independent sections, resulting from all optional subtasks included in the Task Description.

### **Task 8: Public Outreach Meetings and Stakeholder Engagement**

**Description:** The Grantee will conduct public outreach meetings and stakeholder engagement for the project. Project meetings will be conducted to ensure effective project execution, stakeholder engagement, and compliance with grant requirements. Meeting types include, but are not limited to, the types and descriptions below.

- **Kick-off Meeting**  
The purpose of a kick-off meeting is to discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The kick-off meeting would be hosted by the Grantee and attendees should be key stakeholders in the project. Prior to the meeting, the Grantee should develop an overall project management plan and address initial actions, identify and invite key stakeholders, prepare the sign-in sheet, draft a project schedule, and prepare any other meeting materials as necessary.
- **Public Presentation of the Final VA**  
The purpose of a public presentation of the final VA to local governing boards, technical committees, or other appropriate officers and elected officials is to share the findings from the final VA and provide recommendations of actions for adaptation strategies and future project funding. The presentation should also inform the public of the results and the future risk of sea level rise and increased flooding and encourage community participation when identifying mitigation strategies to address the flooding vulnerabilities.
- **Public Presentation of the Final AP**  
The Grantee will present the final AP results to local governing boards, technical committees, or other appropriate officers and elected officials in a public presentation. The purpose of the presentation is to share the outcomes of the final AP including resulting prioritized project recommendations and future project funding. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

**Deliverables:** The Grantee will provide the following:

- **8.1 Kick-off Meeting:** Kick-off meeting agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.
- **8.2 Public Presentation of the Final VA:** Public presentation agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

- **8.3 Public Presentation of Final AP:** Public presentation agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

**PERFORMANCE MEASURES:** The Grantee will submit all deliverables for each task to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov) on or before the Task Due Date listed in the Project Timeline. The deliverables for each task should be submitted in chronological order, with the exception of the “Public Outreach Meetings and Stakeholder Engagement” and “Peril of Flood Compliance” tasks, if included. The Department’s Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or non-acceptance of the deliverable(s) to the Grantee within thirty (30) calendar days. Deliverables that the Department determines are not acceptable must be corrected and resubmitted within thirty (30) calendar days prior to the Agreement’s Date of Expiration, and in coordination with the Department’s Grant Manager. Tasks may include multiple deliverables to be completed. The Department will accept partial and full deliverables. Incomplete deliverables will not be accepted. A “partial deliverable” is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, where such subcomponent(s) are delivered to the Department at one hundred percent (100%) completion. A “full deliverable” is defined as a deliverable comprising all subcomponents listed in the deliverable list for a single task, all delivered to the Department at one hundred percent (100%) completion. An “incomplete deliverable” is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task. A task is considered one hundred percent (100%) complete upon the Department’s receipt and approval of all deliverable(s) listed within the task and the Department’s approval provided by the Deliverable Acceptance Letter. All deliverables must be received by the Task Due Date and accepted by the Department on or before the Agreement’s Date of Expiration, or the Consequences for Non-Performance set forth herein shall apply.

**CONSEQUENCES FOR NON-PERFORMANCE:** For each task deliverable not received and accepted by the Department at one hundred percent (100%) completion on or before the Agreement’s Date of Expiration, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed. For each task deliverable not received by the Department by the specified Task Due Date listed in the Agreement’s most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) by 5% per calendar day, which will be imposed until the Department has received the task deliverable. The Consequence for Non-Performance will be applied to and included in the relevant task deliverable's payment request.

**PAYMENT REQUEST SCHEDULE:** Following the Grantee’s full or partial completion of a task’s deliverable(s) and acceptance by the Department’s Grant Manager, the Grantee may submit a payment request for cost reimbursement using the Exhibit C, Payment Request Summary Form. All payment requests must be accompanied by the Deliverable Acceptance Letter; the Exhibit A, Progress Report Form, detailing all progress made in the invoice period; and supporting fiscal documentation including match, if applicable. If the payment request includes the Contractual Services budget category, the Exhibit H, Contractual Services Certification, and all supporting documentation required therein, must be submitted for each of the Grantee’s contractors included in the payment request. Interim payments will not be accepted. Payment requests will not be accepted until all required Exhibit A, Progress Report Forms, have been submitted to the Department’s Grant Manager for all reporting periods dating back to the Agreement Execution Date. For the reporting period beginning on the Agreement Begin Date and ending on the Agreement Execution Date, submittal of a single Exhibit A, Progress Report Form, covering only this reporting period will be acceptable. Upon the Department’s receipt of the aforementioned documents and

supporting fiscal documentation, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

**ADVANCE PAYMENT:** For grant agreements for which full advance payment has been authorized and approved, the Grantee shall submit an invoice (i.e., payment request) to its Department Grant Manager for the expected cash needs for the initial three (3) month term of the agreement. Once the initial advance amount has been fully expended, the Grantee may request additional advance payments as needed, but no more frequently than quarterly. The Grantee shall submit all invoice documentation for each previously expended advance with each new payment request. All previous advance payment funds must be fully expended prior to initiating another request. Upon receipt of the advanced funds, the Exhibit E, Advanced Funds Expended and Interest Earned Memo, must be submitted to the Department on a quarterly basis in conjunction with the Exhibit A, Progress Report Form.

**PROJECT TIMELINE AND BUDGET DETAIL:** The tasks must be completed by, and all deliverables received by; the corresponding task due date listed in the table below and must be an allowable expenditure category pursuant to Attachment 2, Special Terms and Conditions. Cost-reimbursable grant funding must not exceed the budget amounts indicated below. Requests for any change(s) to the task due date(s) must be submitted on or before the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

Task No.	Task Title	Budget Category	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Acquire Background Data	Contractual Services	\$70,000	\$0	\$70,000	7/1/2025	3/31/2027
2	Exposure and Sensitivity Analyses	Contractual Services	\$100,000	\$0	\$100,000	7/1/2025	6/30/2027
3	Final Vulnerability Assessment Report	Contractual Services	\$40,000	\$0	\$40,000	7/1/2025	9/30/2027
4	Local Mitigation Strategy	Contractual Services	\$5,000	\$0	\$5,000	7/1/2025	3/31/2028
5	Draft Adaptation Needs and Strategies	Contractual Services	\$30,000	\$0	\$30,000	7/1/2025	1/30/2028
6	Community Prioritization of Adaptation Needs	Contractual Services	\$5,000	\$0	\$5,000	7/1/2025	2/29/2028
7	Final Adaptation Plan	Contractual Services	\$40,000	\$0	\$40,000	7/1/2025	3/31/2028
8	Public Outreach Meetings and Stakeholder Engagement	Contractual Services	\$10,000	\$0	\$10,000	7/1/2025	3/31/2028
<b>Total:</b>			<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>		