

**ATTACHMENT 3**  
**PROJECT WORK PLAN**  
**LEGISLATIVE LINE ITEM PROJECT**

Project Name: MLK Memorial Park Improvement Project  
 Grantee Name: City of Pahokee  
 Project # L2104

**SUMMARY:** The City of Pahokee (Grantee) received funding in the amount of \$250,000.00 from the Florida Legislature through Specific Appropriation Line Item 1693A, General Revenue Fund, Fiscal Year (FY) 2021-2022, General Appropriations Act, for the purpose of **new construction development, renovations and repairs of recreational facilities at MLK Memorial Park**. Authority for this Project is specified in Section 216.011, Florida Statutes (F.S.). Monitoring and auditing guidelines, as related Single Audit Act are specified in the Florida Catalog of State Financial Assistance (CSFA). The specific CSFA number for this Project is 37.085.

The Project is located at **100 E. 5th, Pahokee, Florida 33476 (Palm Beach County)**.

All work must be completed in accordance with, and including but not limited to: the Agreement, local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a “Notice to Commence” to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1. The Department shall designate the Project complete upon receipt and approval of all Deliverables and when Project site is open and available for use by the public for outdoor recreation purposes.

For the purpose of this Agreement, the terms “Project Element” and “Project Task” are used interchangeably to mean an identified facility within the Project.

**Budget:** Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award amount outlined below. Grantee shall maintain an accounting system which meets generally accepted accounting principles and shall maintain financial records to properly account for funds. All final Project Costs shall be submitted to the Department with the payment request.

<b>Maximum Grant Award Amount:</b>	<b>\$ 250,000.00</b>
<b>Required Grantee Match Amount:</b>	<b>\$ 20,000.00</b>
<b>Total Estimated Project Cost:</b>	<b>\$ 270,000.00</b>
<b>Match Ratio:</b>	<b>7%</b>

<b>Scope of Work/Project Tasks</b>	<b>Budget</b>	<b>Deliverables</b>	<b>Due Date</b>	<b>Financial Consequences</b>
<b>PROJECT TASK 1</b> <b>1.A.</b> Development of Commencement Documentation Checklist (FRDAP Form DRP-107) <sup>1</sup> . <b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable) (DEP 55-229).	No Cost Deliverable	<b>PROJECT DELIVERABLE 1</b> The Department will issue “Notice to Commence” upon receipt and approval of: <b>1.A.</b> All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (FRDAP FORM DRP-107)	180 calendar days after Execution of Agreement <sup>2</sup>	The Department shall terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.

		<p><b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).</p> <p>Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule.</p> <p><b>The Grantee may not proceed with development of the Project until Notice to Commence has been issued.</b></p>		
<p><b>Project Task 2</b>  <b>Task 2.A. Development of Project Elements, which include: construct new additional parking; fix decaying paving; install new age appropriate playground and outdoor fitness equipment; restore and replace recreational shelter; install new LED security lighting; install a new walking path; remodel the baseball and soccer fields; and install new seats/bleachers at the fields.</b>  <b>2.B. Completion Documentation Checklist (DRP-111).</b>  <b>2.C. Completion of Final Legislative Line Item Status Report.</b></p>	<p><b>Task 2</b>  <b>\$ 250,000.00</b></p>	<p><b>PROJECT DELIVERABLE 2</b></p> <p>The Grantee may request reimbursement upon Department receipt and approval of:</p> <p><b>2.A.</b> Development of required Project Elements.</p> <p><b>2.B.</b> All applicable Project specific Completion documentation listed on Completion Documentation Checklist (FRDAP Form DRP-111)<sup>1</sup>.</p> <p><b>2.C.</b> Final Legislative Line Item Status Report.</p> <p>The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful development of the Project site. Reimbursement shall not exceed the Grant</p>	<p>Due October 31, 2023 which shall also be the Project Completion Date.</p>	<p>No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.</p>

**Project Task Performance Standard:** The Department's Grant Manager will review the Deliverables to verify compliance with the requirements for funding under the Agreement and approved plans. Upon review and written acceptance by the Department's Grant Manager of all Deliverables under each Project Task, the Grantee may proceed with the payment request submittal.

**Payment Request Schedule:** Following Department approval of all Deliverables, the Grantee may submit a **single payment request** on Payment Request Summary Form (FRDAP Form DRP-115)<sup>1</sup>, along with all required documentation as outlined in the Financial Reporting Procedures (FRDAP Form DRP-110)<sup>1</sup>, as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks.

**Endnotes:**

1. Documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance> and/or from the Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, MS# 585, Tallahassee, Florida, 32399-3000.
2. Project Agreement is subject to termination if Commencement documentations under Task 1 are not received and approved by the Department within 180 calendar days of the Project Agreement execution.