



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.11.

10/10/2023

Subject:

Approval, Re: Florida Department of Environmental Protection Grant NF120 - Brevard County Parks and Recreation 4 Parks Septic-to-Sewer Projects, District 2

Fiscal Impact:

Grant revenue in the amount of \$750,000. The local match requirement of \$750,000 is met by the FY 21-24 budget of \$1,185,214 for Parks and Recreation Septic-to-Sewer Projects.

Dept/Office:

Parks and Recreation

Requested Action:

It is requested that the Board of County Commissioners:

- 1) approve the grant;
- 2) authorize the County Manager to approve and execute the grant contract upon Risk Management and County Attorney approval;
- 3) authorize the Parks and Recreation Director to sign future agreements, amendments, and modifications upon Risk Management and County Attorney approval; and
- 4) authorize the County Manager to execute necessary budget change requests.

Summary Explanation and Background:

The Florida Department of Environmental Protection (DEP) recently notified Brevard County Parks and Recreation of a grant award of \$750,000 to assist in the Parks and Recreation's Septic to Sewer projects in four County parks. The grant award requires a 50% local match that will be provided through existing budgeted project funds. The Florida DEP requires that grant acceptance be completed by October 20, 2023.

The grant will be applied to Septic-to-Sewer Projects at the following Parks:

- Rotary Park Merritt Island, 1899 South Courtney Parkway, Merritt Island
- Manatee Cove Park, 4905 North Tropical Trail, Merritt Island
- Riverwalk: A Family Park, 5355 US Highway 1, Rockledge
- Kelly Park - East, 2550 North Banana River Drive, Merritt Island

Clerk to the Board Instructions:

Please provide a copy of the Clerk to the Board Memorandum to Mary Ellen Donner, Parks and Recreation Director, MaryEllen.Donner@brevardfl.gov, (321) 633-2046.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 837-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

October 11, 2023

MEMORANDUM

TO: Mary Ellen Donner, Parks and Recreation Director

RE: Item F.11., Approval of Florida Department of Environmental Protection (FDEP) Grant NF120 – Brevard County Parks and Recreation 4 Parks Septic-to-Sewer Projects

The Board of County Commissioners, in regular session on October 10, 2023, approved FDEP Grant NF120 – Brevard County Parks and Recreation 4 Parks Septic-to-Sewer Projects; authorized the County Manager to approve and execute the Grant Contract upon Risk Management and County Attorney approval; authorized you to sign future agreements, amendments, and modifications upon Risk Management and County Attorney approval; and authorized the County Manager to execute necessary Budget Change Requests.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/tr

cc: County Manager
Finance
Budget

Butcher, Michael

From: Waddy, Kamaria <Kamaria.Waddy@FloridaDEP.gov>
Sent: Monday, September 11, 2023 11:55 AM
To: Butcher, Michael
Subject: NF120 initial email agreement docs. needed
Attachments: 01. Agreement Contact Information Form (6.5.21).docx; 02. Agreement Initiation Form (6.13.22).docx; 03. Insurance Requirements (FY 21-22).docx; 05. Federal Funding Accountability and Transparency Act Form.pdf; OSTDS_EHD Data Collection Tool User Guide.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning,

Congratulations on your grant award. I look forward to working with you as the DEP grant manager.

Funding for Project Title of \$750,000 will be made available through a cost reimbursement grant, which will require execution of a grant agreement with the Department of Environmental Protection. Your community or agency will be considered a Grantee. To draft an agreement, we will need you to provide the following information to us by October 20th, 2023 (the sooner the better for this agreement, we are behind on the info for the grant amount being fully accepted by EPA):

- Agreement Contact Information – Authorized Representative (to sign Agreement), Grant Manager (must be employed directly by the Grantee), Disbursement Contact, and Primary contact (if they are not one of the others listed)-on the attached Agreement Contact Information form
- Initiation Document – Project Information, Project Background, Project Description, estimated project benefits, Tasks, Budget Amount for each Task, Budget Category, and Task timelines
- Certificate of Insurance Coverage with the Department of Environmental Protection named as an additional insured or a letter from your community or agency's Chief Financial Officer stating that the Grantee is self-insured (see the attachment summarizing the current grant agreement requirements for insurance coverage or self-insurance).
- Location map and/or a site plan, if you would like to have those included in your Grant Work Plan
- The City needs a W-9 on file. Visit <https://vendor.myfloridamarketplace.com/search/vendor> for more information.
- FFATA Form – Complete the federal funding accountability and transparency act form, required for all federal agreements.

Your project description should indicate if the project will be completed with the funding provided. It should also indicate if this is a continuation of a project for which there is already Grant Agreement in place with the Department, and if so, note the project number.

I will use that information to draft a work plan consistent with requirements of the Department of Financial Services, with deliverables and performance measures. I will prepare the agreement documents for execution by both parties. I will make every effort to send you the agreement soon after we have received your attachments and any additional information needed to complete the documents.

Should you have questions or need assistance, please call Kamaria Waddy at 850.245.2985 or email Kamaria.Waddy@FloridaDEP.gov.

Attachments:

Agreement Contact Information form

Agreement Initiation form

Insurance Requirements for FY21-22

OSTDS_EHD Data Collection Tool User (I've added this for our info because the proposal plan is for septic-to-sewer connections)

Thank you for your help and glad to be a part for your grants' start,
Kamaria Waddy

Kamaria Waddy

Florida Department of Environmental Protection
OPS Environmental Specialist III (DWRA – Nonpoint)

Email: Kamaria.Waddy@FloridaDEP.gov

Office #: 850-245-2985

[Florida Department of Environmental Protection](#)

