

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget?	Yes _____		No _____		
Does this item include the use of federal funds?	Yes _____		No _____		
Budget Account No.:					
Fund	_____	Department	_____	Unit	_____
Object	_____	Program	_____		

B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact associated with this item.

C. Department Fiscal Review:

A. Henry

III. REVIEW COMMENTS

A. OFMB Fiscal and /or Contract Dev. and Control Comments:

*Reviewed by Lisa Monte 6/12/21
OFMB CA 6-16-21 UM
6/16/21 6/16*

Ann J. Jambou 6/25/21
Contract Development & Control
6-25-21 TW

B. Legal Sufficiency:

Sean-Adel Williams
Assistant County Attorney

C. Other Department Review:

Department Director

ATTACHMENT 1

AMENDMENT NO. 1
TO AGREEMENT NO. T1803
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
PALM BEACH COUNTY

This Amendment to Agreement No. T1803 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and PALM BEACH COUNTY, 2300 North Jog Road, 4th Floor, West Palm Beach, Florida 33411 (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for construction of 545' (+/- 10%) natural surface trail with purchase and installation of shade shelter with bench, equestrian pitcher pump, equestrian gate, two equestrian mounting blocks, pedestrian gate, single-sided kiosk, UTAP-style signage, autism friendly fenders, and autism friendly signage. Renovation of 5,552' (+/- 10%) natural surface hiking trail, and 179' (+/-10%) boardwalk trail, 300' (+/- 10%) concrete trail, 1,448' (+/- 10%) natural surface equestrian trail, shade shelter with observation area, two parking lots, and two equalizer pipe sets. effective July 1, 2019; and,

WHEREAS, the parties wish to amend the Agreement as set forth herein to extend the grant period to July 1, 2022.

NOW THEREFORE, the parties agree as follows:

- 1) The Agreement is extended for a one-calendar year period to begin July 1, 2021 and remain in effect until July 1, 2022. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
- 2) Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-A, Revised Grant Work Plan, as attached to this Amendment. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-A, Revised Grant Work Plan.
- 3) All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

PALM BEACH COUNTY

By: 

Title: Department Director

Date: 2-24-2021

Florida Department of
Environmental Protection

By: Callie DeHaven Digitally signed by Callie DeHaven
Date: 2021.02.26 16:34:43 -05'00'

Secretary or Designee

Date: 02/26/2021

LIST OF ATTACHMENTS/EXHIBITS INCLUDED AS PART OF THIS AMENDMENT:

<u>Specify Type</u>	<u>Letter/Number</u>	<u>Description</u>
Attachment	3-A	Revised Grant Work Plan (3 pages)

ATTACHMENT 3-A
REVISED GRANT WORK PLAN
RECREATIONAL TRAILS PROGRAM (RTP)
Project Name: Royal Palm Beach Pines Trails System
Grantee Name: Palm Beach County
RTP Project # T18003

SUMMARY: The Grantee will complete the Project Element(s), which were approved by the Department through the RTP Application Evaluation Criteria, pursuant to Chapter 62S-2, Florida Administrative Code (F.A.C.) and the FHWA Recreational Trails Program Interim Guidance Manual. Any alteration(s) to the Project Element(s) defined in the Grant Work Plan resulting in a change in the total point score of Grantee's Application as it appears on the RTP Advisory Committee's Priority List for FY2017-18 is considered a significant change, must be pre-approved by the Department, and requires a formal Amendment to this Agreement. All work must be completed in accordance with laws, rules, and guidance including, but not limited to: local, state and federal laws, the approved Project plans, all required permits, the Florida Building Code and, as applicable, the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways ("Florida Greenbook"). Prior to the Department issuing a Notice to Proceed to the Grantee, as specified in Attachment 6, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

The Department will 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. The Department will retain ten percent (10%) of the Grant Award until the Grantee completes the Project and the Department approves the Completion Documentation set forth in paragraph 62S-2.075(7)(e), F.A.C. The final payment of the retained ten percent (10%) will be processed within thirty (30) days of the Project being designated complete by the Department.

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

The project is located at 110 Natures Way, West Palm Beach, FL 33411 and is a Non-Motorized/Diverse Use Trail.

BUDGET: Reimbursement for allowable costs for the Project may not exceed the maximum grant award amount outlined below. Required match will be provided by cash or in-kind services as set forth in subsection 62S-2.071(4), F.A.C. Grantee shall maintain an accounting system that meets generally accepted accounting principles and will maintain financial records to properly account for all Program and matching funds. The total estimated Project cost provided below is based on the approved RTP Application. A detailed Project cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the Notice to Proceed. All final Project costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$ 162,125
Required Grantee Match Amount:	\$ 162,125
Total Estimated Project Cost:	\$ 324,250
Match Ratio:	50:50

Scope of Work/Tasks within Deliverable	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Development of Commencement Documentation Checklist (OGT-11) ¹ .	DELIVERABLE 1 The Department will issue Notice to Proceed upon receipt and approval of:	180 calendar days after Execution of Agreement ²	The Department will terminate the Project Agreement if the required

<p>1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).</p>	<p>1.A. All applicable Project specific Commencement documentation, listed on Commencement Documentation Checklist (OGT-11). 1.B. Cost Analysis Form with detailed budget (and/or In-House Cost Schedule(s), if applicable).</p> <p>Project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen percent (15%) of total Project cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below.</p> <p>The Grantee may not proceed with construction of the Project until Notice to Proceed has been issued.</p>	<p>COMPLETE 02/08/2021</p>	<p>Deliverables are not submitted and approved by the Department.</p>
<p>TASK 2</p> <p>2.A. Development of Project Elements, including: Construction of 545' (+/- 10%) natural surface trail with purchase and installation of shade shelter with bench, equestrian pitcher pump, equestrian gate, two equestrian mounting blocks, pedestrian gate, single-sided kiosk, UTAP-style signage, autism friendly fenders, and autism friendly signage. Renovation of 5,552' (+/- 10%) natural surface hiking trail, and 179' (+/-10%) boardwalk trail, 300' (+/- 10%) concrete trail, 1,448' (+/- 10%) natural surface equestrian trail, shade shelter with observation area, two parking lots, and two equalizer pipe sets.</p> <p>2.B. Development of Completion of Documentation Checklist (OGT-13).</p> <p>2.C. Completion of Final Status Report (DRP-109).</p>	<p>DELIVERABLE 2</p> <p>The Grantee may request reimbursement upon Department receipt and approval of:</p> <p>2.A. Development of required Project Elements.</p> <p>2.B. All applicable Project specific Completion documentation listed on Project Completion Documentation Checklist (OGT-13).</p> <p>2.C. Final Status Report (DRP-109).</p> <p>The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful completion of construction and/or development of the Project site. Reimbursement shall not exceed the Grant Award Amount, less any reimbursement requested for Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the payment request will be retained until the Project is designated complete by the Department.</p>	<p>Due 60 calendar days prior to the expiration of this Agreement which shall also be the Project Completion Date³</p> <p>05/01/2022</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 Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the Recreation Trails Program (RTP); approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certification and the Deliverables, the Grantee may proceed with the payment request submittal.

Payment Request Schedule: Following Department approval of all Project Deliverables, the Grantee may submit a **single payment request** on Payment Request Summary Form (DRP-115) along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), 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. The payment request must include documentation regarding the match source, as required.

Endnotes:

1. RTP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/rtp-assistance> and/or, Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, M.S. 585, Tallahassee, Florida 32399-3000.
2. Project Agreement is subject to termination if Commencement documents under Task 1 are not received and approved by the Department within 12 months of the Project Agreement execution.
3. This time period may be extended within the parameters of the RTP and/or FHWA federal guidelines, upon written request of the Grantee and approval by the Department.



INTEROFFICE MEMORANDUM
Palm Beach County
Environmental Resources Management

DATE: July 5, 2019

TO: Verdenia C. Baker
County Administrator

THROUGH: Patrick Rutter
Assistant County Administrator *[Signature]*

FROM: Deborah Drum, Director
Environmental Resources Management *[Signature]* 7-8-19

SUBJECT: REQUEST FOR DELEGATION OF APPROVAL AUTHORITY:
Recreational Trails Program (RTP) Standard Grant Agreement
No. T1803 (Agreement) with the State of Florida, Department of
Environmental Protection for the Royal Palm Beach Pines Trails
System Project (Project).

On June 18, 2019, agenda item 3L3 (R2019-0862) the Board of County Commissioners approved the County Administrator, or designee, to sign all future time extensions, task assignments, certifications, and other forms associated with this Agreement, and any necessary minor amendments that do not substantially change the scope of work, terms, or conditions of the Agreement.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM) to sign all future time extensions, task assignments, certifications, and other forms associated with this Agreement, and any necessary minor amendments that do not substantially change the scope of work, terms, or conditions of the Agreement. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

APPROVED: *VBaker* DATE: 7/22/19
Verdenia C. Baker, County Administrator

DD:kf
Attachment