**City of Palm Coast Dynamic Reinvestment in Piping Systems (DRiPs) for Wastewater Energy Efficiency and Climate Resiliency Project  
Budget Narrative and Justification by GHG Reduction Measure**

**Proposed Project Period**

a. Start Date: 10/30/2024 b. End Date: 10/30/2028

**Priority Measure addressed from Clean Air Northeast Florida PCAP: Wastewater Treatment Efficiency**

* + - Personnel -- $135,000
    - Fringe Benefits -- None
    - Travel -- $7,404
    - Equipment -- $220,000
    - Supplies -- None
    - Contractual -- $9,585,000
    - Other -- None
    - Indirect funds -- None

This **GHG reduction measure** includes the lining of approximately 76,000 feet of wastewater piping within Justice40 tract 12035060212. During heavy rainfall, stormwater infiltration into the wastewater infrastructure becomes a significant challenge. This influx of water disrupts wastewater operations, impacting critical processes like pumping. The consequences include increased inefficiencies, emergency pumping issues, higher energy consumption, elevated utility bills, the need for additional personnel to handle capacity, and other related challenges. Moreover, the system continues to absorb water as stormwater percolates into the ground, extending the impact for days after the rainfall event. To address these issues, the City of Palm Coast is proposing efficiency improvements through lining of the sanitary piping to better protect against the effects of high rainfall events, while actively lowering emissions, and energy efficient cost savings in pumping and utility bills. The City has identified Justice40 tract 12035060212 as the area of greatest concern based on infiltration, potential sanitary sewage overflows and energy consumption of the associated pump stations.

**Management of Grant Funds**

The City of Palm Coast has implemented a Policy and Procedures to ensure all grants (federal, state, county, and private) awarded to the City are effectively and efficiently researched, applied for, appropriated, and monitored. This document is currently in final draft form and in the process of approval. The following paragraphs are excerpts which illustrate the City’s approach to **ensure proper management of grant funds.** The Draft Grants Management Policy is attached to this application.

*The application, acceptance, and administration of grants should be coordinated with the Finance Department. The Director of every Department is accountable for all grants within his/ her departmental jurisdiction. Each grant shall have a Project Manager identified. Finance will compile a report of expenditures coded to the grant accounts and provide invoices, proof of payment, and other financial documents needed for reimbursement. Finance will also be responsible for end of year financial reporting of grant activity and related single audit.*

*Each Department Director shall:,*

1. *Designate a Project Manager for every grant awarded to the Department.*
2. *Implement awarded grant projects according to the terms and conditions of the award contract/agreement.*
3. *Ensure that the Project Manager tracks grant awards and consults with the Finance Department to communicate all grant related events (i.e. notices received from granting agencies, extensions, amendments, budget revisions, etc.).*
4. *Ensure that the Project Manager knows the correct expenditure organization codes for each grant and how to monitor funding using prescribed procedures.*
5. *Ensure that the designated Project Manager has a thorough understanding of the grant reporting requirements and reimbursement review process and submittal timeline.*
6. *Ensure that project reporting requirements and deadlines for submission are observed.*

*GRANT ACCOUNTING AND BUDGETING*

1. *All grants must be entered in the City’s financial system for tracking purposes and given a unique organizational code for expenditure and revenue.*
2. *Grants that are paid in advance by the funding agency and require interest to be reported and/or remitted to the funding agency must be kept in separate funds from grants that are paid on a reimbursement basis.*
3. *For City match to be included as part of a grant agreement, amendment/modification, the Department must identify where, in the current or future budgets, the match will be met.*
4. *Grant receipts and expenditures must be maintained in accordance with federal, state, and local guidelines/laws applicable to the agreement (federal statute, state statute, local laws/ordinances, federal, state, guidelines). If differences exist between guidelines/laws, the department is to utilize the most stringent requirement (e.g., record retention, travel, inventory).*
5. *All reports of a statistical, programmatic or fiscal nature are the responsibility of the administering department, with technical assistance available from Finance, according to the reporting frequency (e.g., monthly, quarterly) established by the funding agency.*
6. *Record retention and disposition of applicable records shall be coordinated with the City Clerk’s Office.*

*ANNUAL AUDIT*

1. *Audits of grant funds will be conducted in accordance with the grant agreement and appropriate laws.*
2. *The Audit of Federal funds is governed by the Single Audit Act, 31 USC 7505 which states: "The Director, after consultation with the Comptroller General and appropriate Federal, State, and local government officials, shall prescribe policies, procedures, and guidelines to implement, this chapter." OMB Circular A-133 describes the non-Federal entity’s responsibility for managing Federal assistance programs and the auditor’s responsibility with respect to the scope of audit.*
3. *The Audit of State funds is governed by Florida Statutes Chapter 215.97 which establishes uniform State Audit requirements for non-state entities receiving State Financial Assistance. The Auditor General has issued regulations to be followed - Rules of the Auditor General - Chapter 10.550.*

**Detailed Description of SF-424A Budget**

The project’s budget includes personnel, travel, equipment, and contractual services for a total of $9,947,404.

**Personnel** consists of one $60,000 per year .5 FTE position with a yearly increase of $2500 per year. Year one is funded at $30,000 and year two is funded at $32500 and so on through year four. This position would assist with providing oversight of the grant, overseeing the implementation of the project activities, external communications, acting as a liaison with the consultant to facilitate grant reporting, facilitating internal and external coordination, developing materials, and conducting meetings / public engagement. This would be a **new** position and the duties would be 100% devoted to this grant funded effort for the four years of the grant funded project.

| **Personnel** | | | | |
| --- | --- | --- | --- | --- |
| **Item(s)** | **Quantity** | **Amount** | **% Charged to the Award** | **Total Cost Charged to the Award** |
| .5 FTE Position | 1 | $30,000 Y1  $32,500 Y2  $35,000 Y3  $37,500 Y4 | 100% | $135,000 |
| **FEDERAL REQUEST** | | | | **$135,000** |

**Travel** consists of funding in the total amount of $7,404 ($1,851 per year) for One staff (Project Manager or Project Coordinator) to attend a regional / national clean transportation conference once a year to share NE FL’s progress and learn from other regions. Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on the federal mileage reimbursement rate for 2023.This is further broken down as $300 per year for conference registration fees ($1,200 grant budget total), $400 roundtrip airfare once per year for four years ($1600 grant budget total), hotel costs at $150 per day at three days per year for $450 per year ($1,800 grant budget total), a per diem of $71 per day for 3.5 days per year at $248 total and $992 for the four year grant budget total, taxi/uber/lyft transportation at $45 per year or $180 for the four year grant budget total, parking at $20 per day for 4 days per year for $80 per year and $320 for the four year grant budget total.

| **Travel** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Item(s)** | **Quantity** | **Amount** | **% Charged to the Award** | **Total Cost Charged to the Award** | |
| Conference registration fees | 4  One per year for four years | $300 | 100% | $1200 | |
| Airfare | 4  One round trip per year for four years | $400 | 100% | $1,600 | |
| Hotel | 12  Three days per year for four years | $150 | 100% | $1,800 | |
| Per diem | 14  3.5 days per year for four years | $71 | 100% | $992 | |
| Taxi/uber/lyft | 4  $45 per year for four years | $45 | 100% | $180 | |
| Parking | 16  Four days per year for four years | $20 | 100% | $320 | |
| Mileage for local travel | 2000  500 miles per year for four years | $0.655 | 100% | $1312 | |
| **FEDERAL REQUEST** | | | | | **$7,404** |

**Equipment** comprises $220,000 of the project budget. There are two items within this category: Flow meter/ hour meter with a quantity of 10 at $2,000 each. These are necessary to measure the flow at the affected pump stations to accurately calculate the reduction of infiltration and correlate that with the reduction of energy usage of the stations before during and after rain events. The second item is a mission communication system also known as SCADA. The cost for this system is $200,000. It features wireless communications with real time alarms and proactive alerts for possible issues like excessive pump starts or runtimes. This cost is for the system components and installation.

| **Equipment** | | | | |
| --- | --- | --- | --- | --- |
| **Item(s)** | **Quantity** | **Amount** | **% Charged to the Award** | **Total Cost Charged to the Award** |
| Flow meter / hour meter | 10 | $2000 | 100% | $20,000 |
| Mission communication systems | 1 | $200,000 | 100% | $200,000 |
| **FEDERAL REQUEST** | | | | **$220,000** |

**Contractual services** include both the consultant services and the contractor services. The total for the category is $9,585,000 with the majority being for the contractor services. The consultant will be procured under a Request for Qualifications with the approval of EPA to complete the QAPP ($25,000), the semiannual progress reports ($10,000 per year for four years - $40,000 total for the four-year period), and the final report ($20,000) for a total of $85,000. The contractor to perform project scope of work is budgeted based on costs researched from 2024 invoices of identical work and is $125 per linear foot of CIPP lining of Sanitary Sewer Collection System piping. 76,000 linear feet will be lined for a total of $9,500,000. 30,000 linear feet in year one ($3,750,000), 25,000 linear feet in year two ($3,125,000) and 21,000 linear feet in year three ($2,625,000).

| **Contractual Services** | | | | |
| --- | --- | --- | --- | --- |
| **Item(s)** | **Quantity** | **Amount** | **% Charged to the Award** | **Total Cost Charged to the Award** |
| Contractor - Lining of Sanitary Sewer Collection piping | 76,000 linear feet | $125. Per linear foot | 100% | $9,500,000 |
| Consultant – QAPP Preparation | 1 | $25,000 | 100% | $25,000 |
| Consultant – semi-annual reporting preparation | 4  4 years | $10,000 per year | 100% | $40,000 |
| Consultant – final report preparation | 1 | $20,000 | 100% | $20,000 |
| **FEDERAL REQUEST** | | | | **$9,585,000** |