City of Stuart

David Dyess | City Manager
121 SW Flagler Ave. Stuart Fl. 34994
Phone: 772.288.5312

June 5th, 2020

Mario Rubio, Director
Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120

Community Planning Technical Assistance Grant

Dear Mr. Rubio,

Please find attached the City of Stuart's application for a Community Planning Technical Assistance Grant for a commercial area that straddles Federal Highway (US-1) as is passes through the City's Community Redevelopment Area.

Grant Project: Federal Highway (US-1) Corridor Economic Baseline Analysis and Master Plan.
Product: Economic Baseline Analysis and Master Plan.
Funding Requested: $38,000.

Background:
The City's grant application focuses on the planning and economic development of the Federal Highway (US-1) south of the Roosevelt Bridge. This section of US-1 is particularly important as it fulfills a number of economic and community planning needs within the City.

1.Main transportation thoroughfare within the Community Redevelopment Area.

2.Diverse backbone of economic, employment and business activity.

3.Buffer for the residential neighborhoods both east and west.

The economic and business functions of this corridor are under threat due to the impact of a changing retail market and COVID-19 impacts on business and community activity. A significant number of properties are now either vacant or underutilized (see attached photographs). The function and appearance of the Federal Highway Corridor is significant to the City. The corridor is the first thing that visitors see when they enter the City and the fact that the uses on that corridor are in a state of transition means that there is an opportunity to assist in the highest and best redevelopment of the properties that face the corridor, some of which may be impacted through contamination.

A strategic community master plan will assist in the continuation of the corridor as a main transportation link while at the same time protecting the local economy and neighborhood buffer function. The City's Community Redevelopment Agency will be better informed to be able to direct intervention and joint venture opportunities.

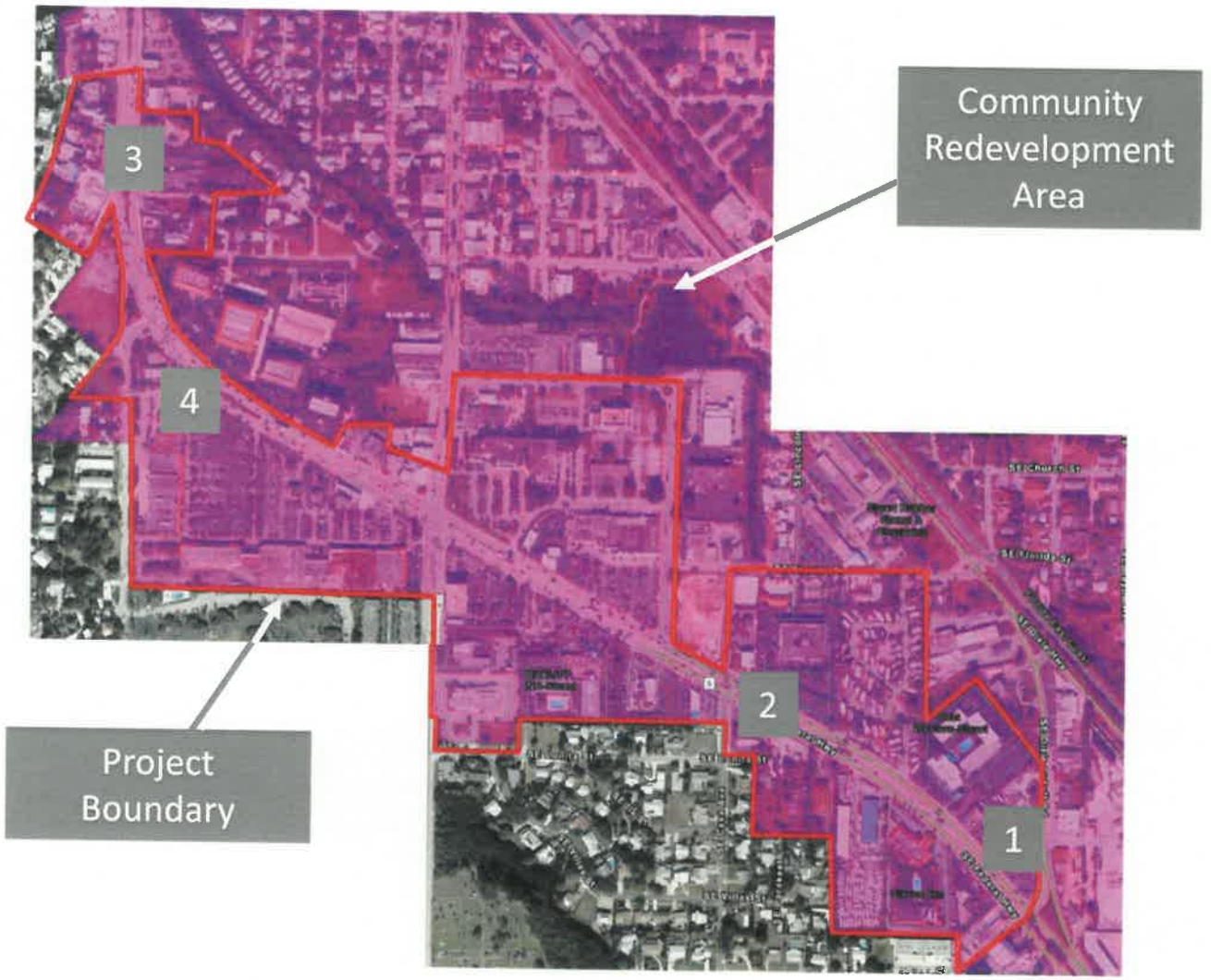
The grant application seeks to secure funding for an economic baseline analysis and strategic master plan. The strategy will identify economic market conditions and incorporate findings that relate to commercial activity and the impact of COVID-19 on business activity. The grant project will also set out to and recommend amendments to the community redevelopment area plan and to the land development code, which implement the findings of the economic analysis and master plan.

Thank you for the opportunity to apply and look forward to your consideration of this project for funding. Should you need additional information then please contact Kev Freeman, City Development Director on 772.288.5328.

Sincerely

David Dyess
City Manager
City of Stuart
772.288.5312

Federal Highway (US-1) Commercial Corridor Economic Baseline Analysis and Master Plan



City of Stuart

Federal Highway (US-1) Commercial Corridor Economic Baseline Analysis and Master Plan

Photo 1: South of SE Casa Ave





Photo 2: Dixie Cut-off

City of Stuart

Federal Highway (US-1) Commercial Corridor Economic Baseline Analysis and Master Plan

Photo 3: Palm City Road





Photo 4: Publix Plaza

City of Stuart

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

1. **GRANT AUTHORITY.** This Community Planning Technical Assistance grant is provided pursuant to section 163.3168, Florida Statutes (F.S.), and Specific Appropriation 2311, Chapter 2019-115, Laws of Florida, to provide direct and/or indirect technical assistance to help Florida communities find creative solutions to fostering vibrant, healthy communities, while protecting the functions of important State resources and facilities.

2. **PROJECT DESCRIPTION:** Grantee shall; develop a Federal Highway Commercial Corridor Economic Baseline Analysis Report and Federal Highway Commercial Corridor Master Plan that encompasses commercial properties that front Federal Hwy (US-1) as it passes through the City of Stuart Community Redevelopment Area, south of the Roosevelt Bridge, identify opportunities for public/private partnerships with the Community Redevelopment Agency, identify potential commercial uses that will have a positive impact on the local economy and respond to the impact of COVID-19, and prepare a long-term vision in the form of a Master Plan that meets the economic needs of City residents and secures the function of the US-1 corridor in providing employment opportunities and acting as a transition zone to residential uses. The Master Plan process shall include an inventory of existing conditions, incorporate an economic baseline analysis and public involvement from property owners, business owners and other stakeholders through a survey and at minimum one public workshop.

3. **GRANTEE'S RESPONSIBILITIES:** Grantee shall; timely perform the Deliverables and Tasks described in this Section 3 and in Section 5 below, and in doing so, Grantee shall comply with all the terms and conditions of this Agreement. All deliverables and tasks under this Agreement must be completed on or before the end of the agreement period in Section A. of this Agreement.

   A. Deliverable 1: Project Kickoff

   Grantee shall:

   1. Conduct a project kick-off meeting with the consultant selected through the City procurement process to:
      a. Identify and discuss opportunities, constraints and policy issues related to completion of the Federal Highway Commercial Corridor Economic Baseline Analysis Report and Master Plan.
      b. Identify or confirm the project goals, objectives and possible outcomes,
      c. Establish organizational responsibilities,
      d. Finalize a project schedule consistent with this Scope of Work, and
      e. Identify key stakeholders, which will include the Community Redevelopment Board and Stuart/Martin County Chamber of Commerce.

         i. Prepare a written summary of the kick-off meeting that includes all items addressed in the meeting that are identified in Section 3.A above and any other issues or concerns identified or discussed during the meeting.

   B. Deliverable 2: Economic Baseline Analysis Report

Grantee shall:

1. Conduct a review of the Federal Highway commercial corridor and prepare an Economic Baseline Analysis Report that includes sensitivity to the impact of COVID-19 and includes, at a minimum:
    a. A narrative description of the existing commercial uses along the corridor.
    b. An inventory of existing uses, conditions, facilities and assets.
    c. Identification of City zoning and land use,
    d. Hold a minimum of one (1) stakeholder group interviews with the stakeholders identified under Section 3.A. of this scope of work (Deliverable 1) to share and discuss survey results and solicit stakeholder group ideas and opinions regarding commercial development needs,
    e. Preparation of base GIS data tables organized by property identification numbers that include; zoning, land use, site area, building occupancy, building floorspace, property values and uses,
    f. Identification of specific economic market activity (responding to impact of COVID-19) and constraints that may impact the type of commercial development that could locate within the corridor and be incorporated into the implementation of the Federal Highway Commercial Corridor Master Plan.
    g. Identify the commercial needs and priorities for the Federal Highway Corridor
    h. Propose specific uses that could be accommodated along the Federal Highway Commercial Corridor subject to market activity and site constraints.
    i. Prepare an Economic Baseline Analysis Report.

C. Deliverable 3: Master Plan and Public Involvement.

Grantee Shall:

1 Solicit input from businesses, members of the public and other interested parties as follows:
    a. Develop and distribute a community survey to determine business and residents' perceptions, opinions and interests related to the Federal Highway Corridor,
    b. Compile results of survey preferences,
    c. Hold a minimum of one (1) stakeholder group interviews with the stakeholders identified under Section 3.A. of this scope of work (Deliverable 1) to share and discuss survey results and solicit stakeholder group ideas and opinions regarding development and business needs, prepare a written summary of such,
    d. Conduct a minimum of one (1) advertised public visioning workshop(s) to obtain community input on a vision and design concepts for the future use of the Federal Highway Commercial Corridor, prepare a written summary of such.

2 Prepare a Federal Highway Commercial Corridor Master Plan based on the information, input and assessments obtained or undertaken under Section 3.A, 3.B and 3.C.1 above, which includes each of the following components:

a. The vision for the commercial properties along the Corridor,
b. Potential commercial uses and activities,
c. A narrative of design concepts for the commercial properties along the corridor,
d. Identification of specific uses and elements desired by stakeholders and the public to support the overall vision for the Federal Highway Commercial Corridor,
e. Identification of possible public/private partnership opportunities with the Community Redevelopment Agency,
f. Graphics, conceptual drawings and design alternatives that illustrate the location and layout of uses within the vision,
g. Specific actions and a long-term phasing plan to implement the Federal Highway Corridor Master Plan,
h. Present the Federal Highway Corridor Master Plan to the City of Stuart Community Redevelopment Board and City Commission for review and acceptance.

3. **DEO RESPONSIBILITIES:** DEO shall receive and review the Deliverables and, upon DEO's acceptance of the Deliverables and receipt of Grantee's pertinent invoices in compliance with the invoice procedures of this Agreement and of Section 10 of this Scope of Work, DEO shall process payment to Grantee in accordance with the terms and conditions of any subsequent Agreement.

4. **DELIVERABLES:** The specific deliverables, tasks, minimum levels of service, due dates, and payment amounts are set forth in the following table:

Deliverables and Tasks	Minimum Level of Service	Payment Amount Not to Exceed	Financial Consequences
Deliverable 1. Project Kick-off Grantee shall conduct a kick-off meeting, prepare a meeting summary **Deliverable due date:** **Draft: January 18, 2021** **Final: January 28, 2021**	Completion of Deliverable 1 as evidenced by submission of all of the following: 1. Summary of the project kick-off meeting. Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word and/or MS Excel or PDF format. If maps are required, they shall be provided on a compact disc in PDF format with ArcGIS compatible shapefiles if they are available.	$3,000	As provided in Section 12 of this Scope of Work, below.

Deliverable 2: **Grantee shall prepare an Economic Baseline Analysis Report and solicit input from parties in accordance with Section 3.B. of this Scope of Work.** **Deliverable due date:** **Draft: March 20, 2021** **Final: March 30, 2021**	Completion of Deliverable 2 as evidenced by submission of all of the following: 1. Economic Baseline Analysis Report. 2. Copy of Base GIS Data tables. Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word and/or MS Excel or PDF format. If maps are required, they shall be provided on a compact disc in PDF format with ArcGIS compatible shapefiles if they are available.	$15,000	As provided in Section 12 of this Scope of Work, below.

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

Deliverable 3: **Grantee shall prepare a Master Plan for the Federal Highway (US-1) Commercial Corridor and Report and solicit input from the public and other interested parties in accordance with Section 3.C. of this Scope of Work** **Deliverable due date:** **Draft: May 15, 2021** **Final: May 30, 2021**	Completion of Deliverable 3 as evidenced by submission of all of the following: 1. Master Plan. 2. Copy of survey and survey results. 3. Copies of the notice, agenda and a written summary of input from Community Redevelopment Board and City Commission public presentations. 4. Copies of the summary of stakeholder interviews. 5. Copies of the summary of the visioning outreach workshop(s). Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word and/or MS Excel or PDF format. If maps are required, they shall be provided on a compact disc in PDF format with ArcGIS compatible shapefiles if they are available.	$20,000	As provided in Section 12 of this Scope of Work, below.
		Total Amount Not to Exceed $38,000	

5. **SUBCONTRACTS.** In accordance with **Section Y., Assignments and Subcontracts,** of this Agreement and subject to the terms and conditions in sections Y.1. through 7 of this Agreement, this paragraph constitutes DEO's written approval for Grantee to subcontract for any of the deliverables and/or tasks identified in the Scope of Work for this Agreement. A copy of the executed subcontract(s) shall be provided to DEO's Agreement Manager upon execution by the Parties. Grantee shall be solely liable for all work performed and all expenses incurred as a result of any such subcontract.

6. **DELIVERABLE DUE DATE.** The "deliverable due date" is the date the deliverable must be received by DEO by 11:59 p.m. on that date. For extensions of deliverable due dates, see Section 15 of this Scope of Work.

7. **BUSINESS DAY; COMPUTATION OF TIME.** For the purpose of this Agreement, a "business day" is any day that is not a Saturday, Sunday, or a state or federal legal holiday. In computing any time period provided in this Agreement, the date from which the time period runs is not counted. The last day of the time period ends at 11:59 p.m. on that day.

8. **COST SHIFTING.** The deliverable amounts specified within the Deliverables section above are established based on the Parties' estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict DEO's ability to approve and reimburse allowable costs, incurred by Grantee in providing the deliverables herein. Prior written approval from DEO's Agreement Manager is required for changes to the above Deliverable amounts that do not exceed **ten (10) percent** of each deliverable total funding amount. Changes that exceed **ten (10) percent** of each deliverable total funding amount will require a formal written amendment, as described in **Section D., Renegotiation or Modification**, of this Agreement. Regardless, in no event shall DEO reimburse costs of more than the total amount of this Agreement.

9. **INVOICE SUBMITTAL AND PAYMENT.**

   A. DEO agrees to reimburse the Grantee for costs under this Agreement in accordance with **Section K, Invoices and Payments**, of this Agreement in the amount(s) identified per deliverable in Section 5 of this Scope of Work, above. The deliverable amount specified does not establish the value of the deliverable. Pursuant to section 215.971(1), F.S., Grantee will be reimbursed for allowable costs incurred during the Agreement Period by Grantee in carrying out the Project.

   B. Subject to the terms and conditions of this Agreement, an itemized invoice for each deliverable shall be submitted to DEO's Agreement Manager by U. S. Mail or by electronic mail with the deliverable for which the invoice is submitted. Invoices are not required to be submitted through the Ariba Supplier Network described in Section K.2. of this Agreement. **Invoices shall be submitted in the format shown on Attachments 1-A, 1-B, and 1-C hereto, electronic copies of which shall be provided by DEO to the Grantee. Grantee shall use Attachment 1-A if work for the deliverable is completed entirely by a subcontractor, Attachment 1-B if work for the deliverable is completed entirely by Grantee's employee(s), and Attachment 1-C if work for the deliverable is completed both by a subcontractor and by Grantee's employee(s).**

C. Grantee shall provide one (1) itemized invoice for each deliverable submitted during the applicable period of time. The invoice shall include, at a minimum, the following:

1. Grantee's name and address;
2. Grantee's federal employer identification number;
3. the Agreement number;
4. the Grantee's invoice number;
5. an invoice date;
6. the dates of service;
7. the deliverable number;
8. a description of the deliverable;
9. a statement that the deliverable has been completed; and
10. the amount being requested.

D. Grantee shall submit a **final invoice** no later than ***60*** days after this Agreement ends or is terminated as provided in Section K.5. of this Agreement.

E. **Documentation that must accompany each itemized invoice:** The following documents shall be submitted with the itemized invoice:

1. **For Work Performed by a Subcontractor:**
   a. A cover letter signed by the Grantee's Agreement Manager certifying that the payments claimed for the deliverables were specifically for the project, as described in this Scope of Work;
   b. Copies of paid invoices submitted to Grantee by the Subcontractor; and
   c. Proof of payment of invoices submitted to Grantee by the Subcontractor for work performed pursuant to this Agreement (e.g., cancelled checks, bank statement showing deduction).

2. **For Work Performed by Grantee's Employees:**
   a. A cover letter signed by the Grantee's Agreement Manager certifying that the payments claimed for the deliverables were specifically for the project, as described in this Scope of Work.
   b. Identification of Grantee's employees who performed work under this Agreement and, for each such employee:
      i. The percentage of the employee's time devoted to work under this Agreement or the number of total hours each employee devoted to work under this Agreement.
      ii. Payroll register or similar documentation that shows the employee's gross salary, fringe benefits, other deductions, and net pay. If the employee is paid hourly, a document reflecting the hours worked times the rate of pay is acceptable.
   c. Invoices or receipts for other direct costs.
   d. Usage log for in-house charges (e.g., postage, copies, etc.) that shows the number of units times the rate charged. The rate must be reasonable.

F. Payment shall be provided to Grantee in accordance with **Section K., Invoices and Payments**, of this Agreement.

10. **SUBMITTAL, REVIEW AND ACCEPTANCE OF DELIVERABLES; NOTICE; OPPORTUNITY TO CURE.** Grantee shall submit all deliverables to DEO's Agreement Manager. DEO will review all work submitted for payment under the deliverables and will determine in DEO's sole and absolute discretion whether the deliverables are sufficient to satisfy the requirements in this Scope of Work. Within 15 business days after receipt of a deliverable, DEO shall provide written notice to Grantee by electronic mail of DEO's determination that the deliverable is sufficient and is accepted or that the deliverable is not sufficient to satisfy the requirements in the Scope of Work and how the Grantee can address the insufficiency. If DEO determines that a deliverable is not sufficient under this Agreement, Grantee shall have 10 business days from the date of receipt of notice from DEO to correct the insufficiency, and during this 10 business day period, the financial consequences specified in Section 12 of this Scope of Work will not be assessed. DEO may extend this timeframe in writing (which may be by electronic mail) if Grantee is actively working with DEO to resolve the insufficiency; provided, however, that any extension of time under this section will not extend the Agreement Period in Section A. of this Agreement and provided further that, notwithstanding the timeframes in this section, all deliverables and tasks must be completed on or before the end of the Agreement Period in Section A of this Agreement. An extension of time under this section does not require an amendment to this Agreement. Payment for a deliverable shall not be due until DEO notifies the Grantee's Agreement Manager in writing that the deliverable or corrected deliverable is sufficient under the Scope of Work and is accepted by DEO.

11. **FINANCIAL CONSEQUENCES.**

    A. Financial consequences of $50 a business day up to a maximum of $500 shall be imposed in each of the following circumstances:

        1. Grantee submits a deliverable to DEO more than ten (10) business days after the deliverable due date. Financial consequences begin to accrue on the eleventh business day following the deliverable due date and continue until the deliverable is received by DEO or the maximum financial consequence accrues, whichever occurs first.

        2. Grantee is given a notice of insufficiency and fails to submit to DEO a corrected deliverable within the timeframe provided in Section 11 of this Scope of Work. Financial consequences begin to accrue on the business day following the deadline under Section 11 of this Scope of Work and continue until the corrected deliverable is received by DEO or the maximum financial consequence accrues, whichever occurs first.

    B. Imposition of the above described financial consequences shall in no manner affect DEO's right to impose or implement other provisions in this Agreement including the right to terminate this Agreement.

12. **PRELIMINARY DRAFT DELIVERABLES; DEO REVIEW AND COMMENT.** Preliminary draft deliverables of proposed or adopted comprehensive plan amendments are required to be provided to DEO for comment prior to the deliverable due date as provided in Section 3. of this Scope of Work. Unless other preliminary draft deliverables are required to be submitted to DEO under Section 3 of this Scope of Work, above, Grantee is encouraged, but not required, to submit preliminary drafts of all substantive written deliverables (e.g., master plans, studies, reports) to DEO for review and comment no later than ten (10) business days before the deliverable due date. If DEO provides comments,

Grantee is urged to address them in the deliverable submitted to DEO for payment. If submission of a preliminary draft deliverable for DEO review and comment is required under Section 3 of this Scope of Work, above, DEO shall provide comments to the Grantee no later than four business days before the deliverable due date and the deliverable must address DEO's comments.

13. **LIMITED COMPLIANCE REVIEW; NO DUPLICATION OF WRITTEN MATERIAL.** Proposed comprehensive plan amendments that are deliverables under the Scope of Work must be "in compliance" as defined in section 163.3184(1)(b), F.S., and will be evaluated for compliance as part of DEO's review and determination of whether the deliverable is sufficient to satisfy the requirements in the Scope of Work. DEO's compliance determination will be a limited determination without input from the reviewing agencies identified in section 163.3184(1)(c), F.S. A limited compliance determination for the purpose of this Agreement is not binding on DEO in a subsequent review under section 163.3184, F.S. Further, a limited compliance determination under this Agreement does not preclude review and comment by reviewing agencies and does not preclude a challenge to the adopted plan amendment by DEO based on comments by DEO or other reviewing agencies. Documents submitted to DEO for payment under this Agreement may not copy or duplicate reports or other written material prepared prior to the Agreement Period in **Section A., Agreement Period**, of this Agreement or prepared by or on behalf of someone other than the Grantee for a purpose other than the specific grant project identified in this Scope of Work. At the option of the Grantee, copies of such relevant documents may be appended to documents submitted to DEO for payment.

14. **EXTENSIONS OF TIME OF DELIVERABLE DUE DATES.** Notwithstanding **Section D., Renegotiation or Modification**, of this Agreement, DEO's Agreement Manager, in DEO's sole discretion, mayauthorize extensions of deliverable due dates without a written modification of this Agreement. Extensions shall be requested by Grantee's Agreement Manager (not Grantee's consultant or subcontractor) in accordance with the following:

    A. Requests for extension of one or more deliverable due dates shall be submitted by Grantee's Agreement Manager in writing (which may be by electronic mail) to DEO's Agreement Manager **no later than one (1) business day before the deliverable due date** (or the earliest of multiple due dates for which the extension is requested);

    B. A request for an extension of time received by DEO's Agreement Manager on or afterthe deliverable due date to which the extension applies will not be granted;

    C. If requested by DEO's Agreement Manager, Grantee's Agreement Manager must explain the reason for the requested extension; and

    D. DEO's Agreement Manager shall approve or deny a request for extension of a deliverable due date by electronic mail to Grantee's Agreement Manager within two (2) business days after receipt of the request. Only written approvals of extensions shall be effective.

    This authority and procedure do not apply to an extension of the Agreement Period defined in **Section A., Agreement Period**, of this Agreement.

15. **ADVERTISING AND INFORMATION RELEASE.** Notwithstanding **Section J., Advertising and Sponsorship Disclosure**, and **Section F., Records and Information Release**, of this Agreement, Grantee is authorized to disclose to the public on its website or by other means that it has been awarded a Community Planning Technical Assistance Grant from DEO for the work described in this Scope of Work.

16. **NOTIFICATION OF INSTANCES OF FRAUD.** Instances of Grantee's operational fraud or criminal activities shall be reported to DEO's Agreement Manager in writing within twenty-four (24) chronological hours.

17. **NON-DISCRIMINATION.** Grantee shall not discriminate unlawfully against any individual employed in the performance of this Agreement because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. Grantee shall provide a harassment-free workplace, with any allegation of harassment to be given priority attention and action.

18. **GRANTEE'S RESPONSIBILITIES UPON TERMINATION.** If DEO issues a Notice of Termination to Grantee, except as otherwise specified by DEO in that notice, the Grantee shall:

    A. Stop work under this Agreement on the date and to the extent specified in the notice;

    B. Complete performance of such part of the work as shall not have been terminated by DEO;

    C. Take such action as may be necessary, or as DEO may specify, to protect and preserve any property which is in the possession of Grantee and in which DEO has or may acquire an interest; and

    D. Upon the effective date of termination of this Agreement, Grantee shall transfer, assign, and make available to the DEO all property and materials belonging to DEO. No extra compensation will be paid to Grantee for its services in connection with such transfer or assignment.

19. **CONFLICTS BETWEEN SCOPE OF WORK AND REMAINDER OF AGREEMENT.** In the event of a conflict between the provisions of this Scope of Work and other provisions of this Agreement, the provisions of this Scope of Work shall govern.

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

Attachment 1-A – Invoice: Grantee's Subcontractor(s) (Contractual Services)

INVOICE

GRANTEE'S NAME: _____ **INVOICE NO.:** _____
FEIN: _____ **INVOICE DATE:** _____

Agreement No.: _____

TO:
Florida Department of Economic Opportunity
Division of Community Development
Attn.: Donna Cotterell
107 East Madison Street
Caldwell Building, MSC 160
Tallahassee, FL 32399

FOR:
[Grantee name]
[Grantee address]
[Grantee phone number]

DESCRIPTION	AMOUNT
Dates of Service: _____ **Deliverable_____Completed:** [copy description of the deliverable from Scope of Work, Section 3] <u>Category expenditures:</u> Contractual Services	$___
TOTAL	$___

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

Attachment 1-B – Invoice: Grantee's Employee(s)

INVOICE

GRANTEE'S NAME: _____ **INVOICE NO.:** _____
FEIN: _____ **INVOICE DATE:** _____

Agreement No.: _____

TO:
Florida Department of Economic Opportunity
Division of Community Development
Attn.: Donna Cotterell
107 East Madison Street
Caldwell Building, MSC 160
Tallahassee, FL 32399

FOR:
[Grantee name]
[Grantee address]
[Grantee phone number]

DESCRIPTION	AMOUNT
Dates of Service: _____ **Deliverable_____Completed:** [copy description of the deliverable from Scope of Work, Section 3] <u>Category expenditures:</u> Salaries Fringe Benefits Travel Postage [other direct costs: identify them]	 $___ $___ $___ $___ $___
TOTAL	$___

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

Attachment 1-C – Invoice: Combination of Grantee's Subcontractor(s) and Grantee's Employee(s)

INVOICE

GRANTEE'S NAME: _____ **INVOICE NO.:** _____
FEIN: _____ **INVOICE DATE:** _____

Agreement No.: _____

TO:
Florida Department of Economic Opportunity
Division of Community Development
Attn.: Donna Cotterell
107 East Madison Street
Caldwell Building, MSC 160
Tallahassee, FL 32399

FOR:
[Grantee name]
[Grantee address]
[Grantee phone number]

DESCRIPTION	AMOUNT
Dates of Service: _____ **Deliverable_____Completed:** [copy description of the deliverable from Scope of Work, Section 3] <u>Category expenditures:</u> Contractual Services Salaries Fringe Benefits Travel Postage [other direct costs: identify them]	 $___ $___ $___ $___ $___ $___
TOTAL	$___

CITY OF STUART SCOPE: FEDERAL HIGHWAY CORRIDOR ECONOMIC BASELINE AND MASTER PLAN

Attachment 1-D

Ron DeSantis
GOVERNOR

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Ken Lawson
EXECUTIVE DIRECTOR

GRANT AGREEMENT FINAL CLOSEOUT FORM

FLAIR Contract ID:	_____		
Recipient Name:	_____	**Contract Amount**	_____
Vendor ID:	_____	**Deobligated Funds**	_____
Contract End Date:	_____	**Final Contract Amount**	_____

Section A: Financial Reconciliation

1. Total Recipient Funds Received from DEO	_____
2. Total Recipient Expenditures	_____
3. Balance of Unexpended Program Income (from Section B)	_____
4. If negative, this amount must be refunded to the Department. If positive, this amount is to be remitted to the Recipient.	_____

Section B: Statement of Recipient Income

- There was no recipient income earned under this contract.
- The following recipient income was earned under this contract.

Description of Recipient Income			
Source	**Amount**	**Expended**	**Balance**
Total Program Income	**$0.00**	**$0.00**	**$0.00**

Section C: Property Inventory Certification

- No tangible property was purchased in the contract period.
- All non-expendable and non-consumable tangible property having a useful life of more than one year and acquired at a cost of $1,000 or more per unit with grant funds are listed below. I do hereby certify that the property inventory described below is complete and correct. Notification will be sent immediately to the Department of Economic Opportunity if any changes occur to this inventory. I will not destroy, sell, or otherwise dispose of this property without written permission of the Department.

Description of Property Inventory					
Description and Serial Number	**Quantity**	**Acquisitions**		**Condition**	**Location**
		Cost	**Date**		

Section D: Recipient Certification

By signing below, I certify, that the above representations for Financial Reconciliation, Recipient Income, and Property Inventory are true and accurate.

Name: _____	**Signature:** _____
Title: _____	**Date Signed:** _____

Section E: DEO Internal Review and Approval

By signing below, I certify, that the above representations for Financial Reconciliation, Recipient Income, and Property Inventory are true and accurate.

Name: _____	**Signature:** _____