

**Contract:** 22-045-016-D113

**Project Name:** Pocket Park #3 Improvements

**Subrecipient:** City of Galveston

**Reporting Frequency:** Monthly

**Contact:** Brandon Hill

**Project Description:**

Pocket Park #3 is designated as Access Point #13 in the City of Galveston’s Beach Access Plan (Plan). According to the City’s Plan, this access point has a parking lot with a minimum of 273 parking spaces and wheelchair accessible dune walkover for public use. In 2008, the storm surge and wind damage from Hurricane Ike destroyed and rendered unusable the Park’s pavilion, dune walkover, and the other off-beach amenities at the park. Therefore, Pocket Park #3 is currently not compliant with the Plan.

The City of Galveston (the City) will use CMP Cycle 26 funds to improve the existing beach access point and make it compliant with the Plan. The City will (1) clear and resurface the gravel parking areas to provide 275 vehicle parking spaces, (2) repave asphalt drives to restore vehicle access to FM 3005 and 11-Mile Road, and (3) construct a pedestrian path leading from the parking areas to the line of vegetation. The path will be parallel to 11-Mile Road and this design is intended to minimize adverse effects to wildlife or critical dune areas. The construction methods proposed for the roads will minimize impervious surfaces by re-paving only those areas that have existing impervious surfaces, and the parking areas will be maintained as pervious gravel and grass parking.

This project is necessary because it will allow Pocket Park #3 to be compliant with the Plan and will create an additional accessible beach access point for beachgoers in Galveston County.

**Project Budget:**

	<b>CMP</b>	<b>Local</b>	<b>Third Party</b>	<b>Project Total</b>
Salaries	\$0.00	\$23,173.00	\$0.00	\$23,173.00
Fringe Benefits	\$0.00	\$8,110.55	\$0.00	\$8,110.55
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$120,000.00	\$24,887.00	\$0.00	\$144,887.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$23,829.45	\$0.00	\$23,829.45
<b>Subtotal</b>	<b>\$120,000.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$200,000.00</b>
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$120,000.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$200,000.00</b>

### **Special Award Conditions:**

1. This project must be completed as described in this work plan.
2. The GLO and/or NOAA must approve any changes in the scope of work or budget requests that change the total project cost.
3. CMP and NOAA logos, including appropriate acknowledgment statement, must be printed on education/outreach materials, signs, final reports and/or publications, etc.
4. Data must be shared in the appropriate manner as specified in the contract.
5. The subrecipient must coordinate with the GLO prior to issuing press releases, conducting media events, or otherwise engaging in media related communications for this project.

### **Task 1: Design and Permitting**

The City Engineer will develop technical specifications and a complete set of construction drawings to be submitted to the GLO for approval. The designs will include (1) repairs to the main access road that leads to the proposed parking area, (2) repairs to the two 24-foot wide access drives parallel to the beach and perpendicular to the main access road, and (3) a pedestrian path to the public beach that runs parallel to the western edge of the park and terminates at the line of vegetation. The City will obtain a Beachfront Construction Certificate and Dune Protection Permit, in addition to any other necessary environmental permits.

### **Task 1 Deliverables:**

1. City of Galveston Sends Preliminary Schematics to GLO (CMP, Beach Dune, and Construction Review) for comment and feedback  
**Due Date: 9/08/2021**
2. Review of Preliminary Schematics with GLO (CMP, Beach Dune, and Construction Review)  
**Due Date: 9/10/2021\***
3. Preliminary 30% engineering design review  
**Due Date: 04/02/2022\***
4. Preliminary 75% engineering design review (with GLO)  
**Due Date: 06/19/2022\***
5. Final engineering design review (with GLO)  
**Due Date: 07/15/2022\***
6. Copies of the final Beachfront Construction Certificate and Dune Protection Permit, and of any other necessary environmental permits  
**Due Date: 9/30/2022**
7. Parking lot and access road construction start  
**Due Date: 10/14/2022**
8. Dune walkover and ADA trail from parking lot construction start  
**Due Date: 11/12/2022**
9. Photos showing the implementation of any necessary dune restoration

**Due Date: 2/28/2023**

\*These dates may shift based on engineering feedback

*Travel: No travel money requested for this task*

**Task 2: Construction and Sign Installation**

The City will complete site preparation by installing erosion control and dune protection measures in accordance with applicable state and federal standards. As specified by the City Engineer, the City will complete rough grading of the parking area and access road. The City will install temporary CMP signage at the site during construction. The GLO will provide permanent CMP signage, which the City will install at the project site following construction. The City will also install wayfinding and regulatory signage that conforms to the citywide beach access wayfinding signage currently being installed to conform with the Beach Access Plan. A Registered Accessibility Specialist must certify the access path is compliant with Texas State Accessibility Standards (TAS).

**Task 2 Deliverables:**

1. Photos of temporary CMP signage  
**Due Date: 3/31/2022**
2. Before, during, and after photos of parking lot, roadways, and access path construction  
**Due Date: 11/1/2022**
3. Photos of permanent CMP signage  
**Due Date: 3/31/2023**
4. Photos of wayfinding, and regulatory signage  
**Due Date: 3/31/2023**
5. TAS certification of construction  
**Due Date: 3/31/2023**

*Travel: No travel money requested for this task*

**Task 3: Project Monitoring and Reporting**

The City will prepare and submit all reports, deliverables, and requests for reimbursement as required in the contract, to [CMPreceipts@GLO.TEXAS.GOV](mailto:CMPreceipts@GLO.TEXAS.GOV). Monthly progress reports and requests for reimbursement are due to [CMPreceipts@GLO.TEXAS.GOV](mailto:CMPreceipts@GLO.TEXAS.GOV) on the 10th day of every month starting with **November 10, 2021**. The final report will summarize the work completed under each task and photos of the completed project.

**Task 3 Deliverables:**

1. Monthly progress reports and requests for reimbursement  
**Due Date: ongoing until 3/31/2023**
2. Draft final report  
**Due Date: 3/15/2023**

3. Final report  
**Due Date: 3/31/2023**
4. Project closeout form  
**Due Date: 3/31/2023**

*Travel: No travel money requested for this task*

### **Performance Evaluations**

CMP staff will conduct quarterly performance evaluations of subrecipients to examine project progress and adherence to the 18-month completion timeline. Evaluations will be conducted under the following terms.

- **3-Month Evaluation (January 15, 2022)**
  - Subrecipients that did not submit the initial progress report and reimbursement request and do not show progress toward establishing the framework of their project will be identified by the CMP project manager (PM).
- **6-Month Evaluation (April 15, 2022)**
  - If it appears the project is behind or is making insufficient progress, i.e. deliverables and reporting are late, the CMP PM will contact the subrecipient via phone or email to revise deliverable due dates and determine a method for getting the project completed within the remaining 1-year timeframe.
  - 306A projects with NOAA Special Award Conditions (SAC) must provide the required SAC documentation at this time.
    - If the SAC documentation is not available, CMP staff may request a one-time SAC extension from NOAA. This extension is for a maximum of three (3) additional months.
- **9-Month Evaluation (July 15, 2022)**
  - If a project had late reporting or deliverables at the previous two (2) check points, they will be placed on a Performance Improvement Plan (PIP).
    - This will include more frequent check-ins with the CMP PM and a revised deliverable schedule with deliverables broken down into smaller pieces.
  - Reimbursement request will be held for payment until the PIP is in place.
  - **306A projects with SACs must provide all required SAC documentation at this time. If the SAC documentation is unavailable, the project may be terminated.**
- **12-Month Evaluation (October 15, 2022)**
  - Projects not adhering to the PIP and not demonstrating significant efforts to correct compliance issues will be considered for termination and a Notice of Deficiency will be issued to the project's Authorizing Official.
  - **Subrecipients can request a one (1) time extension.**
  - Reimbursement requests will be withheld upon all outstanding documents are received.

- **15-Month Evaluation (January 15, 2023)**
  - Projects with PIPs will be closely examined to ensure the performance plan is being adhered to and the project is on track.
  - If the PIP has been significantly violated, the project may be terminated.
  - Reimbursement requests will be withheld upon all outstanding documents are received.
- **18-Month Evaluation (March 31, 2023)**
  - All projects must be complete. Incomplete projects may be terminated.