

## CBDG-MIT Grant Quarterly Progress Report (QPR)

Grant No. – Sub. Name:	<b>I0122 – City of Avon Park</b>			
Project Title:	<b>Fire Station Hardening</b>			
Funding Awarded:	<b>\$894,087.00</b>			
Agreement Period:	<b>01/10/2021 – 01/09/2025</b>			
Primary Points of Contact Information:	April Cluess DEO - Office of Long-Term Resiliency		Melody Sauerhafer 863-452-4410 msauerhafer@avonpark.city	
Activity Reporting Period: January 1, 2023 – March 31, 2023				
An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.				
<b>Section One – Financial Data:</b>				
	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	0	0	0	0
CDBG-MIT Funds (B)	<b>\$894,087.00</b>	0	0	<b>\$894,087.00</b>
TOTAL Project Funds (A+B)	<b>\$894,087.00</b>	0	0	<b>\$894,087.00</b>
<b>Section Two – Accomplishments within the <u>Past</u> Quarter:</b>				
<p>A narrative <u>MUST</u> be included</p> <p>Submitted engineering procurement documentation to FDEO for review. Received approval of engineering procurement. Readvertised for admin services. Began negotiating with engineers for contract and fees.</p>				
<b>Section Three – Issues or risks that have been faced with resolutions:</b>				
None.				

**Section Four – Projected activities to be completed within the following Quarter:**

A narrative MUST be included

Complete contracts with engineers. Receive and rank proposals for admin services. Commence design. Contract for admin services. Submit admin procurement to FDEO for approval.

**Section Five – Required Submissions** (Attachments - A(3)(M), D(18), E(5), F) :

❖ **Staffing Plan**

- Were there any Staffing changes since last Quarter?
- If answered "Yes", please submit the **Updated Org. Chart**.

Yes ☐

No ☒

❖ **Fair Housing** (Attachment F)

- Do you Certify that the City of Avon Park will "affirmatively further fair housing" in its community?
- Have you **already** submitted to DEO a copy of your Fair Housing resolution or ordinance?
  - If answered "Yes", please skip the next bullet point.
  - If answered "No", please submit with this Report a copy of the Sub-Recipient's fair housing resolution or ordinance.
  - Submit, in the box below, the **name and contact information** of the Fair Housing Coordinator.
  - Provide a copy of the published Fair Housing Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.
  - Establish a system (spreadsheet) to log all fair housing calls and submit to DEO GM on a quarterly basis.
  - Submit to DEO GM support documentation (as proof) for fair housing activities conducted each quarter.
  - Submit to DEO GM a copy of the fair housing poster displayed in the Sub-Recipient's office each quarter.
- The Sub-Recipient shall document its fair housing activities by keeping photographs, newspaper articles, sign-in sheets and copies of handouts in their CDBG-MIT project file and include information about the activities in the comment section of each QPR.

Yes ☒

Yes ☒ No ☐

☐

☒

☒

☒

☒

☒

This is a condition for receipt of CDBG-MIT funds.

<p>➤ <b>Name and contact information of the City of Avon Park's Fair Housing Coordinator:</b></p> <p>Christian Hardman, City Clerk</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i></p> <p>chardman@avonpark.city</p>		
<p>❖ <b>Equal Employment Opportunity (EEO)</b> <i>(Attachment F)</i></p> <p>➤ Do you Certify that the City of Avon Park and the contractors, subcontractors, subrecipients and consultants that it hires with CDBG-MIT funds will abide by the Equal Employment Opportunity (EEO) Laws of the United States?</p> <p>➤ Have you <b>already</b> submitted to DEO a copy of your EEO resolution or ordinance?</p> <p>➤ <i>If answered "Yes", please skip the next bullet point.</i></p> <p>➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's EEO resolution or ordinance.</i></p> <p>➤ <i>Submit, in the box below, the <b>name and contact information</b> of the EEO Coordinator.</i></p> <p>➤ <i>Provide a copy of the published EEO Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.</i></p> <p>➤ <i>Establish a system (spreadsheet) to log all EEO calls and submit to DEO GM on a quarterly basis.</i></p> <p>➤ <i>Submit to DEO GM the list of certified minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) that the Sub-Recipient uses to solicit bids on CDBG-MIT funded construction activities.</i></p> <p>➤ <i>The Sub-Recipient will keep all EEO information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><b>This is a condition for receipt of CDBG-MIT funds.</b></p>
<p>➤ <b>Name and contact information of the City of Avon Park's EEO Coordinator:</b></p> <p>Christian Hardman, City Clerk</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i></p> <p>chardman@avonpark.city</p>		

<p>❖ <b>Section 504 and the Americans with Disabilities Act (ADA)</b> <i>(Attachment F)</i></p> <ul style="list-style-type: none"> <li>➤ Do you Certify that the City of Avon Park provides access to all federally funded activities to all individuals, regardless of handicap?</li> <li>➤ Have you <b>already</b> submitted to DEO a copy of your Fair Housing resolution or ordinance? <ul style="list-style-type: none"> <li>➤ <i>If answered "Yes", please skip the next bullet point.</i></li> <li>➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's Section 504/ADA resolution or ordinance.</i></li> <li>➤ <i>Submit, in the box below, the <b>name and contact information</b> of the Section 504/ADA Coordinator.</i></li> <li>➤ <i>Provide a copy of the published Section 504/ADA Coordinator's contact information from the newspaper where listed OR provide, in the box below, the email address for the home page of the Sub-Recipient's website.</i></li> <li>➤ <i>Establish a system (spreadsheet) to log all Section 504/ADA calls and submit to DEO GM on a quarterly basis.</i></li> <li>➤ <i>The Sub-Recipient will keep all Section 504/ADA information in their CDBG-MIT project file as well as submitting the information on a quarterly basis in the QPR.</i></li> </ul> </li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p style="color: red;">This is a condition for receipt of CDBG-MIT funds.</p>
<ul style="list-style-type: none"> <li>➤ <b>Name and contact information of the City of Avon Park's Section 504/ADA Coordinator:</b></li> </ul> <p>Christian Hardman, City Clerk</p> <ul style="list-style-type: none"> <li>➤ <i>Email address for the home page of the Sub-Recipient's website.</i></li> </ul> <p>chardman@avonpark.com</p>		
<p>❖ <b>Section 3</b> <i>(Attachments F, G(6))</i></p> <ul style="list-style-type: none"> <li>➤ Did the City of Avon Park and the contractors, subcontractors, subrecipients and consultants that it hires, have hired qualified low- and moderate-income residents for any job openings that exist on CDBG-MIT-funded projects in the community?</li> <li>➤ <i>If answered "Yes", please submit a report addressing the following:</i> <ul style="list-style-type: none"> <li>• <i>The total number of labor hours worked.</i></li> <li>• <i>The total number of labor hours worked by Section 3 workers.</i></li> <li>• <i>The total number of labor hours worked by Targeted Section 3 workers.</i></li> </ul> </li> <li>➤ <i>If Section 3 benchmarks are not met, the subrecipient's qualitative efforts must be reported in a manner required by 24 CFR §75.25(b).</i></li> </ul>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

❖ <b>Construction Documentation</b> <i>(If Construction is part of the Project)</i> ➤ Is FULL Environmental Review completed <u>and</u> Approved? ➤ <i>If answered "Yes", please take photographs or video of all activity locations <b>prior</b> to initiating any construction and submit with your QPR. As the construction progresses, additional photography or videography shall document the <b>ongoing</b> improvements and be submitted quarterly.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
❖ <b>Equipment Tracking</b> <i>(If Construction is part of the Project)</i> ➤ Any Equipment purchased <u>specifically</u> for this project? ➤ <i>If answered "Yes", please submit an up-to-date Equipment Inventory Tracking Log listing the current equipment inventory, equipment service dates, etc. for monitoring purposes.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
❖ Estimated <u>construction</u> start date	<b>01/01/2024</b>	
❖ Estimated <u>expenditure</u> start date ➤ Date Sub. is estimating submission of 1 <sup>st</sup> Invoice to DEO.	<b>06/01/2023</b>	
<i>This report was prepared by:</i> <b>J. Corbett Alday/Melody Sauerhafer</b>	<b>Signature and date:</b>	