

CBDG-MIT Grant Quarterly Progress Report (QPR)

Grant No. – Sub. Name:	I0122 – City of Avon Park			
Project Title:	Fire Station Hardening			
Funding Awarded:	\$894,087.00			
Agreement Period:	01/10/2021 – 01/09/2025			
Primary Points of Contact Information:	April Cluess DEO - Office of Long-Term Resiliency		Melody Sauerhafer 863-452-4410 msauerhafer@avonpark.city	
Activity Reporting Period: April 1, 2023 – June 30, 2023				
An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.				
Section One – Financial Data:				
	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	0	0	0	0
CDBG-MIT Funds (B)	\$894,087.00	0	0	\$894,087.00
TOTAL Project Funds (A+B)	\$894,087.00	0	0	\$894,087.00
Section Two – Accomplishments within the <u>Past</u> Quarter:				
<p>A narrative <u>MUST</u> be included</p> <p>Completed contracts with engineering firm. Design 20%. Completed QA/QC and FWA policies. Completed the Fair Housing activity by placing fair housing colouring books in the library. Completed the Section 3 Report. Decided to readvertise the admin services. Readvertisement of the admin RFP was delayed due to needing a meeting with FDEO on RFP requirements.</p>				
Section Three – Issues or risks that have been faced with resolutions:				

None.

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

A narrative MUST be included

Complete design 30%. Readvertise and select administrator. Complete a fair housing activity by posting a fair housing PSA. Complete the revisions to the purchasing policy. Complete the MBE report.

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 ☐

☐

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

<p>➤ Name and contact information of the City of Avon Park's Fair Housing Coordinator:</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>❖ Equal Employment Opportunity (EEO) <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 already 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 name and contact information 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>This is a condition for receipt of CDBG-MIT funds.</p>
<p>➤ Name and contact information of the City of Avon Park's EEO Coordinator:</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>❖ Section 504 and the Americans with Disabilities Act (ADA) <i>(Attachment F)</i></p> <ul style="list-style-type: none"> ➤ Do you Certify that the City of Avon Park provides access to all federally funded activities to all individuals, regardless of handicap? ➤ Have you already submitted to DEO a copy of your Fair Housing resolution or ordinance? <ul style="list-style-type: none"> ➤ <i>If answered "Yes", please skip the next bullet point.</i> ➤ <i>If answered "No", please submit with this Report a copy of the Sub-Recipient's Section 504/ADA resolution or ordinance.</i> ➤ <i>Submit, in the box below, the name and contact information of the Section 504/ADA Coordinator.</i> ➤ <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> ➤ <i>Establish a system (spreadsheet) to log all Section 504/ADA calls and submit to DEO GM on a quarterly basis.</i> ➤ <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> 	<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"> ➤ Name and contact information of the City of Avon Park's Section 504/ADA Coordinator: <p>Christian Hardman, City Clerk</p> <ul style="list-style-type: none"> ➤ <i>Email address for the home page of the Sub-Recipient's website.</i> <p>chardman@avonpark.com</p>		
<p>❖ Section 3 <i>(Attachments F, G(6))</i></p> <ul style="list-style-type: none"> ➤ 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? ➤ <i>If answered "Yes", please submit a report addressing the following:</i> <ul style="list-style-type: none"> • <i>The total number of labor hours worked.</i> • <i>The total number of labor hours worked by Section 3 workers.</i> • <i>The total number of labor hours worked by Targeted Section 3 workers.</i> ➤ <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> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

❖ Construction Documentation <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 prior to initiating any construction and submit with your QPR. As the construction progresses, additional photography or videography shall document the ongoing improvements and be submitted quarterly.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
❖ Equipment Tracking <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	01/01/2024	
❖ Estimated <u>expenditure</u> start date ➤ Date Sub. is estimating submission of 1 st Invoice to DEO.	09/01/2023	
<i>This report was prepared by:</i> J. Corbett Alday/Melody Sauerhafer	Signature and date:	