

## CBDG-MIT Grant Monthly Progress Report (MPR)

<b>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>	04/06/2022 – 4/5/2026			
<b>Primary Points of Contact Information:</b>	April Cluess DEO - Office of Long-Term Resiliency		Melody Sauerhafer 863-452-4410 / msauerhafer@avonpark.city	
<b>Activity Reporting Period: OCTOBER 2023</b>				
<i>An update of this report shall be submitted to Florida Commerce ten (10) calendar days after the end of each month.</i>				
<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> Month:</b>				
<p style="color: red;">A narrative <u>MUST</u> be included</p> <p>Engineering plans and specs submitted at 90% to City for comment. Grant administration RFP was readvertised, and proposals received. Completed progress teams meetings with Commerce. No Commerce invoice expected this period. Work plans were revised as requested by Commerce.</p>				
<b>Section Three – Issues or risks that have been faced with resolutions:</b>				

Updated 7/24/2023.

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

A narrative MUST be included.

Engineering and design plans at 100%. Rank proposals for grant administration. Work on engineering permits.

**Section Five – Required Submissions:****❖ Attachment B - Project Budget**

- Has the Project Budget changed?
  - If answered "Yes", please submit:
    - ◆ The **Revised Attachment B** for review and approval.
    - ◆ The **explanation** for the change.

Yes ☐No ☒**❖ Attachment C - Activity Work Plan**

- Has the Activity Work Plan/Project Timeline changed?
  - If answered "Yes", please submit:
    - ◆ The **Revised Attachment C** for review and approval.
    - ◆ The **explanation** for the change.

Yes ☒No ☐**❖ Staffing Plan**

- Were there any Staffing changes?
  - If answered "Yes", please submit the **Revised Staffing Plan** which will include the **Revised Org Chart** and **Updated names and Job descriptions**.

Yes ☐No ☒**❖ Equipment Transfer/Disposal**

- Were there Equipment Transferred/Disposed?
  - If answered "Yes", please request a copy of the **Equipment Transfer/Disposal Form** and disposition instructions from your grant Manager. Complete and submit the **Equipment Transfer/Disposal form**.

Yes ☐No ☒**Section Six – Construction/Plan Updates: (APPLIES to ALL MIT Agreements)**

- Have you started Construction (CFHP/GIP) or Plan Development (GPS)?
  - If answered "Yes", please answer next 3 questions.

Yes ☐No ☒

- Percentage of Overall Construction/Plan **CURRENTLY** completed? (Approximate)

\_\_\_\_\_ %

- Percentage of Overall Construction/Plan **EXPECTED** to be completed next month? (Approximate)

\_\_\_\_\_ %

- Have you provided 3 to 5 photos showing Construction or Planning Activities (Outreach meetings, etc....) progress for this month? – *If not, please do so*

Yes ☐No ☒

*This report was prepared by:*  
**J. Corbett Alday/Melody Sauerhafer**

**Signature and date:**

Updated 9/08/2023

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