

## 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 Commerce - Office of Long-Term Resiliency		Melody Sauerhafer 863-452-4410 / msauerhafer@avonpark.city	
<b>Activity Reporting Period: NOVEMBER 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>	43,050.00	43,050.00	<b>\$851,037.00</b>
TOTAL Project Funds (A+B)	<b>\$894,087.00</b>	43,050.00	43,050.00	<b>\$851,037.00</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>90% engineering plans and specs reviewed by City. Plans and specs finalized. Bid documents in development. Grant administration proposals under review. Completed progress teams meetings with Commerce. No Commerce invoice expected this period.</p>				
<b>Section Three – Issues or risks that have been faced with resolutions:</b>				
None.				
<b>Section Four – Projected activities to be completed within the following Month:</b>				

Updated 7/24/2023.

A narrative MUST be included.

Complete bid documents. Complete ranking of proposals for grant administration. Work on engineering permits.

#### Section Five – Required Submissions:

<b>❖ Attachment B - Project Budget</b> ➤ Has the Project Budget changed? ➤ If answered "Yes", please submit: ♦ The <b>Revised Attachment B</b> for review and approval. ♦ The <b>explanation</b> for the change.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Attachment C - Activity Work Plan</b> ➤ Has the Activity Work Plan/Project Timeline changed? ➤ If answered "Yes", please submit: ♦ The <b>Revised Attachment C</b> for review and approval. ♦ The <b>explanation</b> for the change.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Staffing Plan</b> ➤ Were there any Staffing changes? ➤ If answered "Yes", please submit the <b>Revised Staffing Plan</b> which will include the <b>Revised Org Chart</b> and <b>Updated names and Job descriptions</b> .	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Equipment Transfer/Disposal</b> ➤ Were there Equipment Transferred/Disposed? ➤ If answered "Yes", please request a copy of the <b>Equipment Transfer/Disposal Form</b> and disposition instructions from your grant Manager. Complete and submit the <b>Equipment Transfer/Disposal form</b> .	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

#### 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
➤ Percentage of Overall Construction/Plan <b>CURRENTLY</b> completed? (Approximate)	_____ %	
➤ Percentage of Overall Construction/Plan <b>EXPECTED</b> 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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

**Signature and date:**

Updated 9/08/2023

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