

## 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>04/06/2022 – 4/5/2026</b>			
Primary Points of Contact Information:	<i>April Cluess Commerce- Office of Long-Term Resiliency</i>		<i>Melody Sauerhafer 863-452-4410 msauerhafer@avonpark.city</i>	
<b>Activity Reporting Period: October 1, 2023 – December 31, 2023</b>				
<i>An update of this report shall be submitted to Florida Commerce ten (10) calendar days after the end of each quarter.</i>				
<b>Section One – Financial Data:</b>				
	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
CDBG-MIT Funds (B)	<b>\$894,087.00</b>	<i>\$43,050</i>	<i>\$43,050</i>	<b>\$851,037.00</b>
TOTAL Project Funds (A+B)	<b>\$894,087.00</b>	<i>\$43,050</i>	<i>\$43,050</i>	<b>\$851,037.00</b>
<b>Section Two – Accomplishments within the <u>Past</u> Quarter:</b>				
<p><b>A narrative <u>MUST</u> be included.</b></p> <p>The Fair Housing Activity was completed by placing fair housing coloring books in the library. Commerce progress team meetings were completed. The 100% plan and specs were submitted to the City for comment. The plans were completed. Bid documents in development. The grant administration RFP is being evaluated. There were no ADA/Fair Housing/EEO complaints this period.</p>				
<b>Section Three – Issues or risks that have been faced with resolutions:</b>				

Updated 9/08/2023.

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

A narrative MUST be included.

Develop bid documents. Advertise for bids. Complete evaluation of the admin proposals. Completed next quarter fair housing. Complete Commerce teams progress calls. Complete RFF1.

#### 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 City of Avon Park will "affirmatively further fair housing" in its community?
- Have you **already** submitted to Florida Commerce 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 Florida Commerce GM on a quarterly basis.
  - Submit to Florida Commerce GM support documentation (as proof) for fair housing activities conducted each quarter.
  - Submit to Florida Commerce 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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☒

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

<p>➤ <b>Name and contact information of City of Avon Park Fair Housing Coordinator:</b></p> <p>Christian Hardman chardman@avonpark.city</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i>  <a href="https://www.avonpark.city/">https://www.avonpark.city/</a></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 Florida Commerce 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 Florida Commerce GM on a quarterly basis.</i></p> <p>➤ <i>Submit to Florida Commerce 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><input checked="" type="checkbox"/></p>	<p>This is a condition for receipt of CDBG-MIT funds.</p>

<p>➤ <b>Name and contact information of City of Avon Park EEO Coordinator:</b></p> <p>Christian Hardman chardman@avonpark.city</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i> https://www.avonpark.city/</p>		
<p>❖ <b>Section 504 and the Americans with Disabilities Act (ADA)</b> <i>(Attachment F)</i></p> <p>➤ Do you Certify that the City of Avon Park provides access to all federally funded activities to all individuals, regardless of handicap?</p> <p>➤ Have you <b>already</b> submitted to Florida Commerce a copy of your Fair Housing 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 Section 504/ADA resolution or ordinance.</i></p> <p>➤ <i>Submit, in the box below, the <b>name and contact information</b> of the Section 504/ADA Coordinator.</i></p> <p>➤ <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></p> <p>➤ <i>Establish a system (spreadsheet) to log all Section 504/ADA calls and submit to Florida Commerce GM on a quarterly basis.</i></p> <p>• <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>	<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>This is a condition for receipt of CDBG-MIT funds.</p>
<p>➤ <b>Name and contact information of the City of Avon Park Section 504/ADA Coordinator:</b></p> <p>Christian Hardman chardman@avonpark.city</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i> https://www.avonpark.city/</p>		

<p>❖ <b>Section 3</b> (Attachments F, G(6))</p> <p>➤ 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?</p> <p>➤ If answered "Yes", please submit a report addressing the following:</p> <ul style="list-style-type: none"> <li>• The total number of labor hours worked.</li> <li>• The total number of labor hours worked by Section 3 workers.</li> <li>• The total number of labor hours worked by Targeted Section 3 workers.</li> </ul> <p>○ 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).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ <b>Construction Documentation</b> (If Construction is part of the Project)</p> <p>➤ Is FULL Environmental Review completed <u>and</u> Approved?</p> <p><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></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>❖ <b>Equipment Tracking</b> (If Construction is part of the Project)</p> <p>➤ Any Equipment purchased <u>specifically</u> for this project?</p> <p><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></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ <b>Estimated <u>construction</u> start date</b></p>	<p><b>04/01/2024</b></p>	
<p>❖ <b>Estimated <u>expenditure</u> date</b></p> <p>➤ Date Sub. is estimating submission of 1<sup>st</sup> Invoice (or next invoice) to Florida Commerce.</p>	<p><b>04/01/24</b></p>	
<p>This report was prepared by: <b>J. Corbett Alday/Melody Sauerhafer</b></p>	<p><b>Signature and date:</b></p>	