

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

|                                                                                                               |                          |                        |                                                                |                   |
|---------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|----------------------------------------------------------------|-------------------|
| <b>Grant No. – Sub. Name:</b>                                                                                 | IR122- 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:</b>                                                                 | Kaitlyn Webb<br>FDEO     |                        | Melody Sauerhafer<br>863-452-4410<br>msauerhafer@avonpark.city |                   |
| <b>Activity Reporting Period: November 2022</b>                                                               |                          |                        |                                                                |                   |
| <i>An update of this report shall be submitted to DEO 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)                                                                                            | \$894,087.00             | 0                      | 0                                                              | \$894,087.00      |
| TOTAL Project Funds (A+B)                                                                                     | \$894,087.00             | 0                      | 0                                                              | \$894,087.00      |
| <b>Section Two – Accomplishments within the <u>Past</u> Month:</b>                                            |                          |                        |                                                                |                   |
| Ranked engineering proposals. Award engineering services.                                                     |                          |                        |                                                                |                   |
| <b>Section Three – Issues or risks that have been faced with resolutions:</b>                                 |                          |                        |                                                                |                   |
| None.                                                                                                         |                          |                        |                                                                |                   |

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

10% engineering design

**Section Five – Required Submissions:**

❖ **Attachment B - Project Budget**

➤ Has the Project Budget changed?

➤ If answered "Yes", please submit the **Revised Attachment B.**

Yes ☐

No ☒

❖ **Attachment C - Activity Work Plan**

➤ Has the Activity Work Plan changed?

➤ If answered "Yes", please submit the **Revised Attachment C.**

Yes ☐

No ☒

❖ **Timeline (Milestones) for Implementation**

➤ Has the Timeline changed?

➤ If answered "Yes", please submit the **Detailed Timeline (Milestones).**

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 ☒

This report was prepared by:

Signature and date:

