

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

<b>Grant No. – Sub. Name:</b>	MT039-City of Avon Park			
<b>Project Title:</b>	Drinking Water Infrastructure Project			
<b>Funding Awarded:</b>	<b>\$670,623.00</b>			
<b>Agreement Period:</b>	<b>01/10/2021 – 01/09/2025</b>			
<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: March 2023</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)	<b>\$670,623.00</b>	0	0	<b>\$670,623.00</b>
TOTAL Project Funds (A+B)	<b>\$670,623.00</b>	0	0	<b>\$670,623.00</b>
<b>Section Two – Accomplishments within the <u>Past</u> Month:</b>				
<p>A narrative <u>MUST</u> be included</p> <p>FDEO approval of the engineering procurement. Fair Housing PSA hosted on City web site for Fair Housing activity. Re advertise for CDBG admin services. Begin negotiations with engineers on contract for services. No invoice for FDEO this period. The amendment to the budget and work plan to move funds from jack and bore to engineering was approve.</p>				
<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:**

A narrative MUST be included

Sign engineering contracts. Receive proposals for administration and evaluate them.

**Section Five – Required Submissions:**

<p>❖ <b>Attachment B - Project Budget</b></p> <ul style="list-style-type: none"><li>➤ Has the Project Budget changed?<ul style="list-style-type: none"><li>➤ <i>If answered "Yes", please submit the <b>Revised Attachment B</b> for review and approval.</i></li></ul></li></ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>❖ <b>Attachment C - Activity Work Plan</b></p> <ul style="list-style-type: none"><li>➤ Has the Activity Work Plan/Project Timeline changed?<ul style="list-style-type: none"><li>➤ <i>If answered "Yes", please submit the <b>Revised Attachment C</b> for review and approval.</i></li></ul></li></ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>❖ <b>Staffing Plan</b></p> <ul style="list-style-type: none"><li>➤ Were there any Staffing changes?<ul style="list-style-type: none"><li>➤ <i>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>.</i></li></ul></li></ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>❖ <b>Equipment Transfer/Disposal</b></p> <ul style="list-style-type: none"><li>➤ Were there Equipment Transferred/Disposed?<ul style="list-style-type: none"><li>➤ <i>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.</i></li></ul></li></ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

*This report was prepared by:*

**J. Corbett Alday/Melody Sauerhafer**

**Signature and date:**