

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

Grant No. – Sub. Name:	MT039 – City of Avon Park	
Project Title:	Drinking Water Infrastructure Project	
Funding Awarded:	\$670,623.00	
Agreement Period:	04/12/2022 – 04/11/2026	
Primary Points of Contact Information:	April Cluess #850-921-3184 / <a href="mailto:April.cluess@commerce.fl.gov">April.cluess@commerce.fl.gov</a> COM - Office of Long-Term Resiliency	Melody Sauerhafer #(863) 452-4410 <a href="mailto:msauerhafer@avonpark.city">msauerhafer@avonpark.city</a> Finance Director

### Activity Reporting Period: April 2022

*An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.*

#### Section One – Financial Data:

	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	\$0	\$0	\$0	\$0
CDBG-MIT Funds (B)	\$670,623.00	\$0	\$0	\$670,623.00
TOTAL Project Funds (A+B)	\$670,623.00	\$0	\$0	\$670,623.00

#### Section Two – Accomplishments within the Past Month:

Complete the certificate of exemption. Start the ENVRR.

#### Section Three – Issues or risks that have been faced with resolutions:

None.

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

Updated 7/24/2023.

Complete the ENVRR 25%. Complete the engineer procurement 25%.

#### Section Five – Required Submissions:

<b>❖ Attachment B - Project Budget</b> ➤ Has the Project Budget changed? ➤ <i>If answered "Yes", please submit the <b>Revised Attachment B</b> for review and approval.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Attachment C - Activity Work Plan</b> ➤ Has the Activity Work Plan/Project Timeline changed? ➤ <i>If answered "Yes", please submit the <b>Revised Attachment C</b> for review and approval.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Staffing Plan</b> ➤ Were there any Staffing changes? ➤ <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>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>❖ Equipment Transfer/Disposal</b> ➤ Were there Equipment Transferred/Disposed? ➤ <i>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>.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

#### Section Six – Construction Updates: *(only for GIP and CFHP Agreements)*

➤ Have you started construction? ➤ <i>If answered "Yes", please answer next 3 questions.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
➤ Percentage of Overall Construction <b>CURRENTLY</b> completed? (Approximate)	____0____ %	
➤ Percentage of Overall Construction <b>EXPECTED</b> to be completed next month? (Approximate)	____0____ %	
➤ Have you provided 3 to 5 photos showing construction progress for this month? – <i>If not, please do so</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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

**Signature and date:**

Updated 7/24/2023

Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
 850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://www.Twitter.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.