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| **Grant No. – Sub. Name:** | | **MT039-City of Avon Park** | | | | | | |
| **Project Title:** | | **Drinking Water Infrastructure Project** | | | | | | |
| **Funding Awarded:** | | ***$670,623.00*** | | | | | | |
| **Agreement Period:** | | ***01/10/2021 – 01/09/2025*** | | | | | | |
| **Primary Points of Contact Information:** | | *April Cluess*  *DEO - Office of Long-Term Resiliency* | | | | *Melody Sauerhafer*  *863-452-4410*  *msauerhafer@avonpark.city* | | |
| Activity Reporting Period: April 1, 2023 – June 30, 2023 | | | | | | | | |
| *An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.* | | | | | | | | |
| **Section One – Financial Data:** | | | | | | | | |
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|  | 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*** | |
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| **Section Two – Accomplishments within the Past Quarter:** | | | | | | | | |
| A narrative MUST be included  Completed contracts with engineering firm. Design 20%. Completed QA/QC and FWA policies. Completed the Fair Housing activity by placing fair housing colouring books in the library. Completed the Section 3 Report. Decided to readvertise the admin services. Readvertisement of admin services was delayed due to the need for a meeting with FDEO on RFP requirements. | | | | | | | | |
| **Section Three – Issues or risks that have been faced with resolutions:** | | | | | | | | |
| None | | | | | | | | |
| **Section Four – Projected activities to be completed within the following Quarter:** | | | | | | | | |
| A narrative MUST be included  Complete design 30%. Readvertise and select administrator. Complete a fair housing activity by posting a fair housing PSA. Complete the revisions to the purchasing policy. Complete the MBE report. | | | | | | | | |
| **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 the City of Avon Park will "affirmatively further fair housing" in its community?   + Have you **already** submitted to DEO 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 DEO GM on a quarterly basis.*   + *Submit to DEO GM support documentation (as proof) for fair housing activities conducted each quarter.*   + *Submit to DEO 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 | | This is a condition for receipt of CDBG-MIT funds. |
| * **Name and contact information of the City of Avon Park’s Fair Housing Coordinator:**   Christian Hardman, City Clerk   * *Email address for the home page of the Sub-Recipient's website.*   chardman@avonpark.city | | | | | |  | |  |
| * **Equal Employment Opportunity (EEO)** *(Attachment F)*   + 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?   + Have you **already** submitted to DEO a copy of your EEO 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 EEO resolution or ordinance.*   + *Submit, in the box below, the* ***name and contact information*** *of the EEO Coordinator.*   + *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.*   + *Establish a system (spreadsheet) to log all EEO calls and submit to DEO GM on a quarterly basis.*   + *Submit to DEO 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.*   + ***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.*** | | | | | | Yes  Yes  No | | This is a condition for receipt of CDBG-MIT funds. |
| * **Name and contact information of the City of Avon Park’s EEO Coordinator:**   Christian Hardman, City Clerk   * *Email address for the home page of the Sub-Recipient's website.*   chardman@avonpark.city | | | | | |  | |  |
| * **Section 504 and the Americans with Disabilities Act (ADA)** *(Attachment F)*   + Do you Certify that the City of Avon Park provides access to all federally funded activities to all individuals, regardless of handicap?   + Have you **already** submitted to DEO 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 Section 504/ADA resolution or ordinance.*   + *Submit, in the box below, the* ***name and contact information*** *of the Section 504/ADA Coordinator.*   + *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.*   + *Establish a system (spreadsheet) to log all Section 504/ADA calls and submit to DEO GM on a quarterly basis.*   + ***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.*** | | | | | | Yes  Yes  No | | This is a condition for receipt of CDBG-MIT funds. |
| * **Name and contact information of the S Section 504/ADA Coordinator:**   Christian Hardman, City Clerk   * *Email address for the home page of the Sub-Recipient's website.*   chardman@avonpark.city | | | | | |  | |  |
| * **Section 3** *(Attachments F, G(6))*   + 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?   + *If answered “Yes”, please submit a report addressing the following:* * *The total number of labor hours worked.* * *The total number of labor hours worked by Section 3 workers.* * *The total number of labor hours worked by Targeted Section 3 workers.* * ***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).*** | | | | | | Yes | | No |
| * **Construction Documentation** *(If Construction is part of the Project)*   + Is FULL Environmental Review completed and Approved?   + *If answered “Yes”, please take photographs or video of all activity locations* ***prior*** *to initiating any construction and submit with your QPR. As the construction progresses, additional photography or videography shall document the* ***ongoing*** *improvements and be submitted quarterly.* | | | | | | Yes | | No |
| * **Equipment Tracking** *(If Construction is part of the Project)*   + Any Equipment purchased specifically for this project?   + *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.* | | | | | | Yes | | No |
| * **Estimated construction start date** | | | | | | 01/01/2024 | |  |
| * **Estimated expenditure start date**   + Date Sub. is estimating submission of 1st Invoice to DEO. | | | | | | 01/09/2023 | |  |
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| *This report was prepared by:*  **J. Corbett Alday/Melody Sauerhafer** | | | | **Signature and date:** | | | | |