

**CBDG-MIT Grant  
Quarterly Progress Report (QPR)**

<b>Grant No. – Sub. Name:</b>	<b>MT039-City of Avon Park</b>			
<b>Project Title:</b>	<b>Drinking Water Infrastructure Project</b>			
<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>	Kaitlyn Webb DEO - Office of Long-Term Resiliency		Melody Sauerhafer 863-452-4410 msauerhafer@avonpark.city	
<b>Activity Reporting Period: JULY - SEPTEMBER 2022</b>				
An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.				
<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> Quarter:</b>				
Readvertised engineering RFP and received proposals. Ranked proposals and council approval.				
<b>Section Three – Issues or risks that have been faced with resolutions:</b>				
None.				

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

Executed engineering services agreement. Start design.

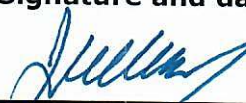
**Section Five – Required Submissions** (Attachments - A(3)(M), D(18), E(5), F) :

<p>❖ <b>Staffing Plan</b></p> <ul style="list-style-type: none"> <li>➤ Were there any Staffing changes since last Quarter? <ul style="list-style-type: none"> <li>➤ If answered "Yes", please submit the <b>Updated Org. Chart</b>.</li> </ul> </li> </ul>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ <b>Fair Housing</b> (Attachment F)</p> <ul style="list-style-type: none"> <li>➤ Do you Certify that the City of Avon Park will "affirmatively further fair housing" in its community?</li> <li>➤ Submit with this Report a copy of the Sub-Recipient's fair housing resolution or ordinance. <input checked="" type="checkbox"/></li> <li>➤ Submit, in the box below, the <b>name and contact information</b> of the Fair Housing Coordinator. <input checked="" type="checkbox"/></li> <li>➤ 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. <input checked="" type="checkbox"/></li> <li>➤ Establish a system (spreadsheet) to log all fair housing calls and submit to DEO GM on a quarterly basis. <input checked="" type="checkbox"/></li> <li>➤ Submit to DEO GM support documentation (as proof) for fair housing activities conducted each quarter. <input checked="" type="checkbox"/></li> <li>➤ Submit to DEO GM a copy of the fair housing poster displayed in the Sub-Recipient's office each quarter. <input checked="" type="checkbox"/></li> <li>• 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.</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p>	<p>This is a condition for receipt of CDBG-MIT funds.</p>
<ul style="list-style-type: none"> <li>➤ <b>Name and contact information of the City of Avon Park Fair Housing Coordinator:</b></li> </ul> <p>Christian Hardman, City Clerk</p> <ul style="list-style-type: none"> <li>➤ Email address for the home page of the Sub-Recipient's website.</li> </ul> <p><a href="mailto:chardman@avonpark.city">chardman@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>➤ <i>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 DEO GM on a quarterly basis.</i></p> <p>➤ <i>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.</i></p> <p>➤ <b>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.</b></p>	<p>Yes <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><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 EEO Coordinator:</b></p> <p>Christian Hardman, City Clerk</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i>  <a href="mailto:chardman@avonpark.city">chardman@avonpark.city</a></p>		

<p>❖ <b>Section 504 and the Americans with Disabilities Act (ADA)</b> (Attachment F)</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>➤ <i>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 DEO 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><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 the City of Avon Park Section 504/ADA Coordinator:</b></p> <p>Christian Hardman</p> <p>➤ <i>Email address for the home page of the Sub-Recipient's website.</i></p> <p><a href="mailto:chardman@avonpark.city">chardman@avonpark.city</a></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>➤ <i>If answered "Yes", please submit a report addressing the following:</i></p> <ul style="list-style-type: none"> <li>• <i>The total number of labor hours worked.</i></li> <li>• <i>The total number of labor hours worked by Section 3 workers.</i></li> <li>• <i>The total number of labor hours worked by Targeted Section 3 workers.</i></li> </ul> <p>➤ <i>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).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

❖ <b>Construction Documentation</b> <i>(If Construction is part of the Project)</i> ➤ Is FULL Environmental Review completed <u>and</u> Approved? ➤ <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>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
❖ <b>Equipment Tracking</b> <i>(If Construction is part of the Project)</i> ➤ Any Equipment purchased <u>specifically</u> for this project? ➤ <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>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
❖ <b>Estimated <u>construction</u> start date</b>	<b>1/1/2024</b>	
❖ <b>Estimated expenditure start date</b> ➤ Date Sub. is estimating submission of 1 <sup>st</sup> Invoice to DEO.	<b>1/3/2023</b>	
This report was prepared by:	Signature and date:  12/2/22	