

## 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>   | \$670,623.00   |                        |  |                     |
| <b>Agreement Period:</b>  | 04/12/22– 04/11/26                                   |                        |  |                     |
| <b>Primary Points of Contact Information:</b>   | April Cluess<br>DEO - Office of Long-Term Resiliency |                        | Melody Sauerhafer<br>863-452-4410 /<br>msauerhafer@avonpark.city |                     |
| <b>Activity Reporting Period: SEPTEMBER 2023</b>  |  |                        |  |                     |
| <i>An update of this report shall be submitted to FloridaCommerce 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>  |  |                        |  |                     |
| A narrative <u>MUST</u> be included   |  |                        |  |                     |
| <p>The WWTF improvements designs are complete. Bids advertised. Bids to be received next month. Pre bid meeting was completed. Two bidders attended. The asbestos cement pipe replacement plans and specs are 80% complete. Grant administration was readvertised. Progress meetings on teams with Commerce are being completed. Excessive Force policy was submitted. No Commerce invoice is expected this period.</p> |  |                        |  |                     |
| <b>Section Three – Issues or risks that have been faced with resolutions:</b>   |  |                        |  |                     |

Updated 7/24/2023.

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

A narrative MUST be included.

Receive bids for WWTF improvements. Evaluate bids for WWTF improvements. Receive Grant administration RFP's. Begin evaluation of grant admin proposals. Complete Asbestos Cement pipe replacement plans at 90%.

#### Section Five – Required Submissions:

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

#### Section Six – Construction/Plan Updates: (APPLIES to ALL MIT Agreements)

|  |                              |  |
|--|------------------------------|--|
| <p>➤ Have you started Construction (CFHP/GIP) or Plan Development (GPS)?</p> <p>➤ If answered "Yes", please answer next 3 questions.</p> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <p>➤ Percentage of Overall Construction/Plan <b>CURRENTLY</b> completed? (Approximate)</p>   | _____ %                      |  |

|   |                              |  |
|---|------------------------------|--|
| ➤ Percentage of Overall Construction/Plan <b>EXPECTED</b> to be completed next month? (Approximate)   | _____ %                      |  |
| ➤ Have you provided 3 to 5 photos showing Construction or Planning Activities (Outreach meetings, etc....) progress for this month? – <i>If not, please do so</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <i>This report was prepared by:</i><br><b>J. Corbett Alday/Melody Sauerhafer</b>  | <b>Signature and date:</b>   |  |