

Performance Tracking Policy

Town of Jay

CDBG – DR

The Town of Jay Town Manager and Operations Manager will work with contractors and subcontractors to track and submit reporting to Florida Commerce as required. This will ensure that grant performance is being completed as requested and ensure timely expenditure of funds within the grant performance period. This will be accomplished through a combination of status meetings, budget analysis, and milestones and task tracking to review key data point reporting.

The Town Manager and/or Operations Manager will report to Florida Commerce if there are barriers to compliance and to timely preparation of status reports, tasks, and deliverables. When applicable, the Town Manager and/or Operations Manager will document:

Project Construction Progress

- Monthly Owner/Construction Contractor Progress Meetings
- CDBG DR Grant Manager Bi-Weekly Update
- Weekly Progress Report
- Weekly Spot Check Project Walkthrough
- Weekly Review of Workforce
- Monthly Drone Photos
- Monthly Work Plan Management

Financial Tracking

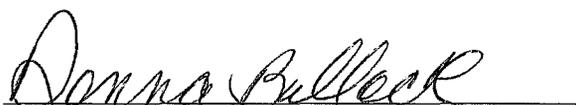
- Monthly Invoice Verification
- Monthly Reconciliation of Bank Accounts
- Weekly Management of Reimbursement Process
- Weekly Review of Overall Funding Plan

Contractor Management

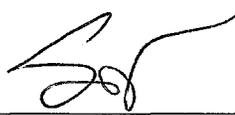
- Monthly Review of Support Contract Compliance

Post-Construction, some CDBG-DR activities may generate program income, which is income the Town receives as a direct result of its CDBG-DR funded investment. All program income received will be closely tracked and reported to Florida Commerce as required.

This policy has been adopted by the Town of Jay Town Council by a vote of four (4) yeas and zero (0) nays on October 6, 2025.



Donna Bullock, Town Clerk



Shon Owens, Mayor