

ATTACHMENT A — SCOPE OF WORK AND BUDGET

Grantee: Clarkston

Contract No. 20-62210-030

Section A: Project Description / Deliverable

The city of Clarkston is awarded a \$475,000 CDBG General Purpose Grant, with L-C Habitat for Humanity as its subrecipient. This CDBG project will provide housing rehabilitation assistance to 18 low- and moderate-income homeowners. In addition to helping maintain affordability, the project will result in housing units that are healthier, safer and more energy efficient. Total project costs are estimated at \$507,000 which includes funding from Clarkston (\$32,000).

The project will provide a direct benefit to approximately 18 low- and moderate-income homeowners, based on a household income qualification process.

Section B: Project Activities, Milestones and Budget

CDBG Budget Code	Budget Amount	Project Activities	Performance Milestones
21A General Admin.	\$0	<p align="center">*Must complete each bulleted project activity to meet the corresponding milestone.</p> <ul style="list-style-type: none"> ▪ Execute grant contract with Commerce. ▪ Verify the subrecipient does not have an active exclusion record in the federal award system (SAM.gov), include documentation in the CDBG file. Submit a copy to Commerce. ▪ Establish a subrecipient agreement that includes the annual beneficiary reporting requirement and ensures the intended LMI benefit will be met. Submit a signed copy to Commerce. ▪ Establish administrative, financial, reporting, and record keeping systems. <p>Payment requests:</p> <ul style="list-style-type: none"> ▪ Review subrecipient reimbursement requests against project budget and contract start date. ▪ Once costs are approved, prepare and submit payment request and project status report to Commerce. ▪ Document receipt of grant funds and reimbursement of eligible costs. ▪ Submit a CDBG Beneficiary Report annually. ▪ Complete applicable civil rights requirements. ▪ Conduct an on-site monitoring of the subrecipient to verify the grant is used according to CDBG requirements and all costs reimbursed are allowable. ▪ Resolve all monitoring issues with CDBG. ▪ Grant activities are accomplished. ▪ Conduct a final public hearing to review project performance. ▪ Submit a CDBG Contract Closeout Report. ▪ List CDBG expenditures in your annual Schedule of Expenditures of Federal Awards and arrange an audit with the State Auditor's Office to meet the Uniform Guidance (2 CFR Part 200). 	<p>Before first payment request</p> <p>Not more than monthly. First payment request within 270 days from contract execution.</p> <p>By July 30</p> <p>Prior to Commerce's on-site monitoring</p> <p>Before requesting final 5% of CDBG award</p> <p>Before audit</p>

Section B: Project Activities, Milestones and Budget (continued)

CDBG Budget Code	Budget Amount	Project Activities	Performance Milestones
14H Rehabilitation Administration	\$128,000	<p>*Must complete each bulleted project activity to meet the corresponding milestone.</p> <ul style="list-style-type: none"> ▪ Complete the Section 106 of the National Historic Preservation Act review process. ▪ Complete the environmental review including required consultation and public notices, and prepare an environmental review record in compliance with NEPA requirements for CDBG. ▪ Establish CDBG housing rehabilitation assistance program policies and procedures, incorporating CDBG income qualification and beneficiary reporting requirements. ▪ Conduct outreach and market the rehabilitation assistance program. ▪ Advertise for local contractors to provide rehabilitation services; outreach to MWBE and encourage Section 3 local business participation. ▪ Verify contractors do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in CDBG file. ▪ Establish pre-approved list of contractors. ▪ Monitor program progress and compliance with applicable federal and state regulations. ▪ Review and process applications for rehabilitation assistance. Determine CDBG eligibility. ▪ Conduct housing inspection, develop scope of work, and cost estimate. ▪ Approve scope of work and process housing rehabilitation contract document with homeowner. ▪ Select contractor from pre-approved list. ▪ Contract for services. Include required federal provisions. ▪ Establish financial management systems for tracking CDBG eligible housing rehabilitation costs and grant receipts. ▪ Monitor rehabilitation progress ▪ Conduct final inspection and receive homeowner acceptance of completed work. ▪ Approve costs, prepare and submit payment requests and project status reports to Grantee. 	<p>Before release of funds</p> <p>Before approving applications for CDBG housing rehabilitation assistance</p>
14A Rehab: Single Unit Residential	\$347,000	<ul style="list-style-type: none"> ▪ Complete housing rehabilitation based on final inspection and homeowner acceptance of completed work. ▪ Meet the CDBG national objective of principally benefiting low- and moderate-income households. ▪ Accomplish HUD's outcome of increasing housing affordability to achieve HUD's objective of providing decent affordable housing. 	<p>Before each payment request for rehabilitation services</p> <p>Complete each housing rehabilitation project</p> <p>Approx. 18 LMI households will begin receiving a benefit by June 30, 2023</p>
TOTAL:	\$475,000		