

ATTACHMENT A — SCOPE OF WORK AND BUDGET

Grantee: WHATCOM COUNTY

Contract No. 20-62210-044

Section A: Project Description / Deliverable

Whatcom County is awarded a \$250,000 CDBG General Purpose Grant with Opportunity Council as its subrecipient. The project will provide microenterprise assistance (MEA) to eligible microbusinesses with a focus on home-based, licensed child care providers; a limited number of CDBG-eligible farm- and food-based businesses in Whatcom and Skagit Counties may also be considered for microenterprise assistance. Major components of this project include technical and financial assistance, including micro-grants.

Total project costs are estimated at \$265,000, with \$15,000 in non-CDBG funds from Whatcom County.

The project will benefit approximately 25 microbusinesses and target services to limited clientele with low-and moderate-incomes based on a household income-qualification process.

Section B: Project Activities, Milestones and Budget

CDBG Budget Code	Budget Amount	Project Activities <i>*Must complete each bulleted project activity to meet the corresponding milestone.</i>	Performance Milestones
21A General Admin.	\$0	<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, and submit a copy to Commerce. ▪ Establish a subrecipient agreement that includes the annual beneficiary reporting requirement and submit a signed copy to Commerce. ▪ Establish administrative, financial, reporting, and record keeping systems. 	Before first payment request
		Payment requests: <ul style="list-style-type: none"> ▪ Review subrecipient reimbursement requests and project costs and invoices 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. 	Not more than monthly. First payment request within 270 days from contract execution
		<ul style="list-style-type: none"> ▪ 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. 	By July 30 Prior to Commerce's on-site monitoring
		<ul style="list-style-type: none"> ▪ 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. 	Before requesting final 5% of CDBG award
		<ul style="list-style-type: none"> ▪ 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). 	Before audit

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

CDBG Budget Code	Budget Amount	Project Activities <i>*Must complete each bulleted project activity to meet the corresponding milestone.</i>	Performance Milestones
18C Micro-enterprise Assistance	\$250,000	<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. 	Before release of funds
		<ul style="list-style-type: none"> ▪ Receive CDBG release of funds. ▪ Establish policies and procedures for participating in the microenterprise assistance (MEA) program including advertising, soliciting, selecting and approving applicants, and incorporating CDBG income qualification and maximum business size. ▪ Development and establish financial management systems for tracking MEA, grant receipts and any repayments for MEA. ▪ Conduct outreach and market MEA program, including outreach to MWBE businesses. ▪ Review and process applications for assistance; confirm CDBG eligibility. ▪ Monitor program progress and compliance with MEA policies and procedures, and applicable federal and state regulations. 	Before approving applications for MEA
		<ul style="list-style-type: none"> ▪ Select businesses based on MEA program policies and procedures. ▪ Develop specific scope of work and cost estimates for each individual MEA project. ▪ Verify the MEA business does not have an active exclusion record in the federal award system (SAM.gov), include documentation in the CDBG file. 	Before each MEA contract is finalized/executed
		<ul style="list-style-type: none"> ▪ Approve individual MEA contracts. ▪ Provide assistance to approved MEA businesses. ▪ Maintain a complete record for each MEA contract. 	Complete each MEA activity
		<ul style="list-style-type: none"> ▪ Meet the CDBG national objective of principally benefiting low- and moderate-income microenterprise owners. ▪ Accomplish HUD's outcome of increasing economic sustainability by achieving HUD's objective of creating economic opportunities by providing financial and technical assistance to income eligible microenterprises. 	Approx. 25 LMI microbusinesses will begin receiving a benefit by 1/31/2023
TOTAL:		\$250,000	