

**ATTACHMENT A — SCOPE OF WORK AND BUDGET**

**Grantee: Whatcom County**

**Contract No. 20-62210-043**

**Section A: Project Description / Deliverable**

Whatcom County is awarded a \$500,000 CDBG General Purpose Grant, with the Opportunity Council as its subrecipient. This CDBG project will provide housing rehabilitation assistance to low- and moderate-income homeowners. In addition to helping maintain affordability, the project will result in housing that is healthier, safer and more energy efficient. Major components include housing rehabilitation targeting major home repairs in order to leverage weatherization funding in Whatcom, Island and San Juan Counties, except the City of Bellingham. Total project costs are estimated at \$874,000 which includes funding from Whatcom County (\$15,000) and other housing rehabilitation and weatherization sources (\$359,000).

The project will provide a direct benefit to approximately 25 low-and moderate-income homeowners, based on a household income qualification process.

**Section B: Project Activities, Milestones and Budget**

<b>CDBG Budget Code</b>	<b>Budget Amount</b>	<b>Project Activities</b> <i>*Must complete each bulleted project activity to meet the corresponding milestone.</i>	<b>Performance Milestones</b>
21A General Admin.	\$0	<ul style="list-style-type: none"> <li>▪ Execute grant contract with Commerce.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Establish administrative, financial, reporting, and record keeping systems.</li> </ul>	Before first payment request
		Payment requests: <ul style="list-style-type: none"> <li>▪ Review subrecipient reimbursement requests against project budget and contract start date.</li> <li>▪ Once costs are approved, prepare and submit payment request and project status report to Commerce.</li> <li>▪ Document receipt of grant funds and reimbursement of eligible costs.</li> </ul>	Not more than monthly. First payment request within 270 days from contract execution.
		<ul style="list-style-type: none"> <li>▪ Submit a CDBG Beneficiary Report annually.</li> </ul>	By July 30
		<ul style="list-style-type: none"> <li>▪ Complete applicable civil rights requirements.</li> <li>▪ Conduct an on-site monitoring of the subrecipient to verify the grant is used according to CDBG requirements and all costs reimbursed are allowable.</li> </ul>	Prior to Commerce's on-site monitoring
		<ul style="list-style-type: none"> <li>▪ Resolve all monitoring issues with CDBG.</li> <li>▪ Grant activities are accomplished.</li> <li>▪ Conduct a final public hearing to review project performance.</li> <li>▪ Submit a CDBG Contract Closeout Report.</li> </ul>	Before requesting final 5% of CDBG award
		<ul style="list-style-type: none"> <li>▪ 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).</li> </ul>	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
14H Rehabilitation Administration	\$150,000	<ul style="list-style-type: none"> <li>▪ Complete the <i>first tier</i> environmental review, including required consultation and public notices, and prepare an environmental review record in compliance with NEPA requirements for CDBG.</li> </ul>	Before release of funds
		<ul style="list-style-type: none"> <li>▪ Establish CDBG housing rehabilitation assistance program policies and procedures, incorporating CDBG income qualification and beneficiary reporting requirements.</li> <li>▪ Conduct outreach and market the rehabilitation assistance program.</li> <li>▪ Advertise for local contractors to provide rehabilitation services; outreach to MWBE and encourage Section 3 local business participation.</li> <li>▪ Verify contractors do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in CDBG file.</li> <li>▪ Establish pre-approved list of contractors.</li> <li>▪ Monitor program progress and compliance with applicable federal and state regulations.</li> </ul>	Before approving applications for CDBG housing rehabilitation assistance
		<ul style="list-style-type: none"> <li>▪ Review and process applications for rehabilitation assistance. Determine CDBG eligibility.</li> <li>▪ Complete a <i>second tier</i>, site specific environmental review for any rehabilitation activities outside the original NEPA determination.</li> <li>▪ Conduct housing inspection, develop scope of work, and cost estimate.</li> <li>▪ Approve scope of work and process housing rehabilitation contract document with homeowner.</li> <li>▪ Select contractor from pre-approved list.</li> <li>▪ Contract for services. Include required federal provisions.</li> </ul>	Before each housing rehabilitation contract is finalized/executed
		<ul style="list-style-type: none"> <li>▪ Establish financial management systems for tracking CDBG eligible housing rehabilitation costs, grant receipts and program income.</li> <li>▪ Monitor rehabilitation progress</li> <li>▪ Conduct final inspection and receive homeowner acceptance of completed work.</li> <li>▪ Approve costs, prepare and submit payment requests and project status reports to Grantee.</li> </ul>	Before each payment request for rehabilitation services
14A Rehab: Single Unit Residential	\$350,000	<ul style="list-style-type: none"> <li>▪ Contractor constructs comprehensive housing rehabilitation based on approved scope of work.</li> <li>▪ Homeowner acceptance of completed work.</li> </ul>	Complete each housing rehabilitation project
		<ul style="list-style-type: none"> <li>▪ Meet the CDBG national objective of principally benefiting low- and moderate-income households.</li> <li>▪ Accomplish HUD's outcome of increasing housing affordability to achieve HUD's objective of providing decent affordable housing.</li> </ul>	Approx. 25 LMI households will begin receiving a benefit by September 30, 2024
<b>TOTAL:</b>		<b>\$500,000</b>	